

EVENT MANAGEMENT PLAN

GALWAY CHRISTMAS MARKET

12th NOVEMBER – 22nd DECEMBER 2021

Version 1.1



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Key Event Details

1.1 Introduction - Christmas Market Galway

Since 2011 the annual Christmas Market Galway has been produced by local Galway company, Milestone Inventive.

1.2 Event Details:

The Christmas Market Galway will run from Friday November 12 to Sunday Dec 22 2021. It will once again consist of a mix of international and local vendors and offer a range of food and crafts. In addition to the traders, onsite entertainment will be provided as well as the Bier Keller.

This year will also see the return of such favorites as the giant observation wheel, the Mulled wine units and Santas train, by now stalwarts of the market and generating repeat visits each year.

The Santa Sleigh, post box and the elves light gardens are also big draws and provide numerous photo opportunities for families.

The Skeff Road will once again see the return of the Artisan section for smaller scale Artisan producers.

The market will be held at Kennedy Park, incorporating the Plaza, Eyre Square north, Eyre Square West and the environs.

In previous years, the event has significantly increased footfall in the city centre and yielded in excess of €19 million annually in economic impact to the city of Galway.

1.3 Covid 19

This event management plan will be adapted to comply with any Covid 19 restrictions in place at the time of presenting this event. Possible adaptations are outlined in section 1.14 (ii).

1.4 Event Activities:

1.4.1 Animation, Entertainment & Public Engagement

We will seek to provide animation and entertainment in the market by means of:

1. A programme of performances on the market stage – bands, choirs and carolers
2. A charity fringe programme and an open call to community and arts groups wishing to perform.
3. We will make the stage and other areas of the market available to a wide variety of organisations to conduct public engagement activities.

4. The 32m observation wheel and Santa's train
5. The Santa Sleigh, post box and the elves light gardens.
6. Vintage amusements on the hard standing at the top of Eyre Square North.
7. Santa's Grotto will operate from the old tourist information kiosk and will run in conjunction with the "Santa Express Train Service" that will operate throughout the city.

1.4.2. Opening Ceremony

The Market will officially open on Friday 12 November at 6.00pm – this year, as in recent years, there will not be an official opening ceremony to open the market.

For the past number of years, with the exception of 2020, there has been a separate 'turning on of the city lights' ceremony and Santa's arrival which has traditionally happened on the same night as the market opening. This event is separate to the market and is produced and organized by Galway City Business Association in conjunction with other business organisations around the city under a separate event permit. It is not yet known whether or not there are plans in place by the city traders to hold this event again in 2021. If it is planned, we will ensure that where it connects with the market, its event management plan is closely coordinated with Milestone's activities.

1.5 Scope of Event Management Plan

This Draft Event Management Plan, for the holding of the Christmas Market Galway in Kennedy Park, Galway, is submitted in support of the Christmas Market licence application to hold an Outdoor Event under the terms of Part XVI of the Planning & Development Act 2000 (As Amended).

It is noted that this Draft Event Management Plan has been prepared in accordance with the appropriate codes of practice to address the following key elements:

- Event Management Structure and Responsibilities
- Event Safety Strategy
- Emergency Plans
- Site Structures and Facilities
- Stewarding and Site Security
- Traffic Management Plan
- An environment monitoring programme (including noise monitoring)

1.6 Compliance with Codes of Practice

This Draft Event Management Plan has been prepared in accordance with the appropriate codes of practice:

(a) Code of Practice for Safety at Outdoor Pop Concerts and other outdoor musical events which is a voluntary Code issued by the Department of Education in January 1996. This event is not an 'outdoor pop concert or other outdoor musical event', however any relevant and applicable elements of best practice will be applied based on this code as appropriate.

(b) Code of Practice for Management of Fire Safety in Places of Assembly, Department of Environment.

(c) Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly, Department of Environment.

The event is also planned, and will be organised, to ensure compliance is achieved with the requirements of the Fire Services Act 1981 and the Fire Safety in Places of Assembly (Ease of Escape) Regulations.

In preparing this plan a risk assessment of all aspects of crowd safety in the market, has been undertaken and recommendations on the safety measures necessary to minimise as far as practicable, risks to the public attending this event have been identified. **This Risk Assessment is included in the Appendices of this Event Management Plan.**

It is also noted that the risk assessment undertaken in connection with this plan, does not extend to assessing the risks arising from buildings/premises or sites adjoining the sites and is contained to the areas defined within the event site map.

1.7 Event Organiser – Statement of Capability & Capacity

Milestone Inventive has been the sole producer of the annual Galway Christmas Market in Eyre Square since 2011.

Milestone undertakes the operational planning and event-time production in its entirety. In 2019 the event involved 61 trading units and had a footfall in excess of 250,000 over its 5-week run. Planning and consultation, which begins in early summer each year, involves all City Council departments, An Garda Síochána, City Fire Officers, The EHO, HSE emergency services and other statutory bodies and covers:

- All site planning and licensing
- A 40-day road closure and the design and safe delivery of a traffic management plan.
- Sourcing and ordering of all infrastructure (e.g. barriers, audio-visual equipment, trading units, services, generators, water, waste and décor)
- A funfair including a 32m big wheel (and all certification and site testing therefor)
- Installation of a Christmas 'Light Garden' which is expanded upon annually
- Working with local artisan craft and food producers to take up designated cabins within the market and grow their capacity and business
- Stage management and artist liaison for all performances and charity activities
- Sourcing, booking and management of all traders
- Day to day production and management of the site over 40 days
- Careful planning for safety and minimum disruption during the build and strike of the events

<div>Pre-planning & Planning Application</div> <div>Planning/prebuild stage:</div>	<div> <h2>MILESTONE ORGANISATIONAL CAPACITY SPECIFIC TO GALWAY CHRISTMAS MARKET</h2> <p>Over the last 10 years planning, developing and delivering the Christmas Market, we have a clear understanding of what the milestones and deliverables should be – and have a process in place to monitor and measure progress and rectify where needed through-out.</p> <p>Prior to the Pre Planning stage we:</p> <ul style="list-style-type: none"> ● Conduct a Site Inspection to take into account any changes within the space over the intervening months – this assessment includes but is not limited to <ul style="list-style-type: none"> ○ Continued suitability of the site for the proposed events ○ Continued access to on site Power supply ○ Any additional street furniture/installations that may have been erected in the last 6 month ○ Anything that may interfere with the safe, working capacity of the venue or the management requirements of the site. <p>At the Pre-Planning stage we:</p> <ul style="list-style-type: none"> ● Engage in the strategic planning & submission of event license application (including placing planning notification adverts). ● Develop the Event Management plan to include Site Mapping, CAD Drawings, safety statements and venue layout, ensuring compliance with all relevant codes of practice and any applicable changes in legislation - <i>There are no major layout changes intended for the Christmas Market in 2021.</i> ● Risk assessment & mitigation specific to the Christmas Market, based on the event management plan and the site layout ● Traffic Management Plan – consultation with GCC and agreement on any changes going forward. Agree Signage plan with GCC ● Participate in Pre Planning meeting with all the relevant statutory bodies within City Hall. Agree in principle any suggested changes based on the previous year’s market and experiences of that. <p>Planning/prebuild stage:</p> </div>
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	<ul style="list-style-type: none"> ● On site safety induction to all crew and contractors ● <u>Stewarding plan in place for build and operational period</u> ● All internal market reporting mechanisms reviewed and in place and throughout the build and event – these being constantly reviewed in the event of an incident that that necessitates change. ● Incident reporting procedures in place <p><u>OPERATIONAL</u></p> <ul style="list-style-type: none"> ● Daily safety and fire checks carried out by the market manager ● Operating hours strictly adhered to ● All necessary event licensing applications to the local authority ● Production of Event Management Plans which include risk assessments, emergency planning and procedures, Health and Safety Statements. ● Sourcing, booking and vetting all traders and exhibitors ● All administration, insurance and invoicing associated with traders and exhibitors ● Sourcing and managing all AV and infrastructure requirements ● Child Protection and Welfare Policy ● Environmental Protection Policy ● First Aid and Security Provision ● Waste Management plan in compliance local authority requirements ● Close liaison with the fire officer, the EHO and other relevant bodies to ensure compliance ● Attained full certification for all structures and works on site (Safe pass, Fire Certification, Gas certification etc).
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1.8 Marketing & PR

Galway is Ireland's "*Capital of Christmas*" and the core tenet of our marketing campaign will be to deliver that message.

With the significant growth in economic impact to Galway in recent years, arising from increasing visitor numbers and increasing visitor spend, it is imperative that this event continues to serve as the prime driver of tourism at that off-peak time of year. The current high visitor satisfaction levels must be recognized as the single greatest factor in promoting the event and the City as a destination at Christmas and must be sustained.

We propose to engage early (immediately on confirmation) with the relevant tourism marketing organisations in the city to pool our resources towards putting in place a "Christmas in Galway" promotional campaign.

To that end we will work with the full range of retail and hospitality partners (all city business district networks, plus the tourist organisations).

The marketing and communications activities we will undertake are as follows:

Online:

- Dedicated website www.galwaychristmasmarket.ie
- Social media engagement across all platforms
- Inclusion in numerous online listings
- Creation and collaborations with other hospitality businesses to create accommodation offers and packages

PR and Media:

- Regular releases to local and national media
- Previous annual coverage secured on RTE and TV3
- Previous annual coverage secured in all National Newsprint Media
- Features included in national 'Glossy' magazine and supplements
- Interviews and competitions run on national and local radio stations

1.9 Audience Profile and expected capacity

Visitor Profile

The Galway Christmas Market site is designed for a transient ambulatory audience.

The visitor profile at the Galway Christmas Market is:

1. Family and
2. Domestic weekenders

Audience Capacity

The Galway Christmas Market is designed for a transient ambulatory audience. They are no static congregation sites.

1.9 (i) Occupancy

Available Public Access Areas – Eyre Square: approx. 1500 m².

Occupant density factor (public access areas) = 1m² per person

Occupant Capacity = 1500 persons, maximum

1.9 (ii) Exit Capacity

There are numerous entrance and exit points to the sites, all of which shall remain open at all times during the event. These can be viewed on the attached site map.

1.9 (iii) Control Over Occupancy Numbers

Occupancy numbers are to be monitored over the course of the event by the Controller in conjunction with the Security Supervisor.

Based on the experience of this event in previous years the producers are aware of the peak periods and times within the market and controls are planned accordingly.

1.10 Venue Description

The market site will host various trade concession units and other exhibitors between Eyre Square North and Kennedy Park Plaza, utilising the available space outlined in the accompanying site maps.

The traders will be providing both food and craft/gift items and there is a bar. All of these units will be housed in temporary structures; chalets, marquees or in their own self-contained trailer units.

Vintage amusements have also been confirmed and the 32m observation wheel is confirmed as returning for this year. All amusements will be located on Eyre Square North on the hard standing.

Santa's Grotto will be in the kiosk in the park and will run in conjunction with the "Train Service" that will operate throughout the city.

There are no static congregation sites.

1.11 Trade Concession units

It is proposed to host up to 65 trade concession units and other exhibitors in Eyre Square, utilising the available space on the raised hard surface area at the head of the square and along the main diagonal pathway within the park and on the pedestrian street Eyre Square West. Vintage amusement and further concession units will be placed on the hard stand at Eyre Square North and on the slip road R863. The traders will be providing both food and craft/gift items.

In previous years 50% of traders were local businesses, when local artisan traders are included the figure rises to 69%. The vast majority (76.47%), have been trading at the Market for more than three years.

For 2021 Milestone is once again working to deliver a local artisan food and craft showcase on Eyre Square West (opposite the Skeff). This section will also incorporate two different charities each week. Food units will be responsible for adhering to the appropriate standards applied by the Environmental Health Officers to the event. All of these units will be housed in temporary structures; chalets, marquees or in their own self-contained trailer units. Fire certs will be obtained for all structures.

1.12 (i) Trader details

All traders will be sourced and secured by Milestone Inventive and the selection of traders will place an onus on the quality necessary to maintain the integrity of the event and on the variety of offerings.

Expressions of interest from traders are currently being sought publicly, enabling a wide selection of businesses to apply.

All traders are asked to provide us with proof of:

- Insurance
- PAT Test Certification for all portable electrical equipment

Food Vendors must provide the following in addition to the above criteria:

- RECI Certificate for mobile catering units
- The correct fire extinguishers
- Gas Safety Certification (onsite certification)
- Environmental Health Registration
- Fire Certifications

The selection of traders will be on a quality basis within a quota system for each category of trader. Priority will be given to traders who demonstrate the use of ethically and/or locally sourced produce as well as the use of recyclable packaging. All traders must be revenue compliant. A full list of traders will be made available to the Galway City Council ahead of the event.

1.12 (ii) Casual Trading licences:

As in previous years, an application will be made for a special event casual trading license to cover all traders for the duration of the market. This application will be made through the environment section of Galway City Council.

As in 2019 we will consult with the 12 traders who are licensed to trade on Eyre Square North Monday-Friday, 6am-6pm as regards the layout of the market alongside them. We propose to use the same plan and layout as in 2019. This worked well for all involved and we expect it will be welcomed again.

1.13 Market dates and trading times:

The Christmas Market will run from November 12 to December 22.

Entry will be free to the public and the opening times during operational periods in all sites are proposed as follows:

- Mon – Sun: 10.00 – 22.00

1.14 (i) Plan A – No Restrictions



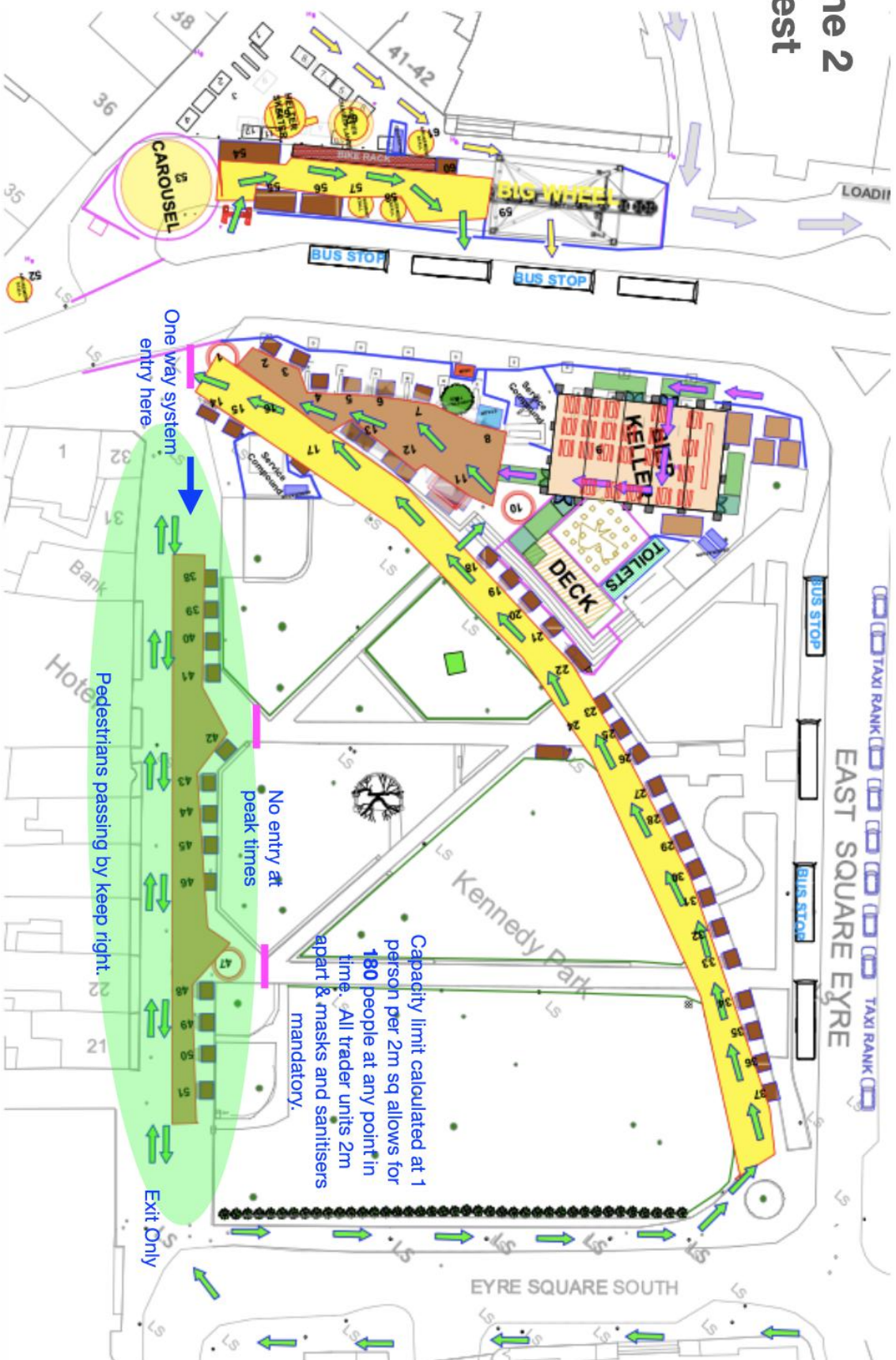
1.14 (ii) Plan B – Restrictions



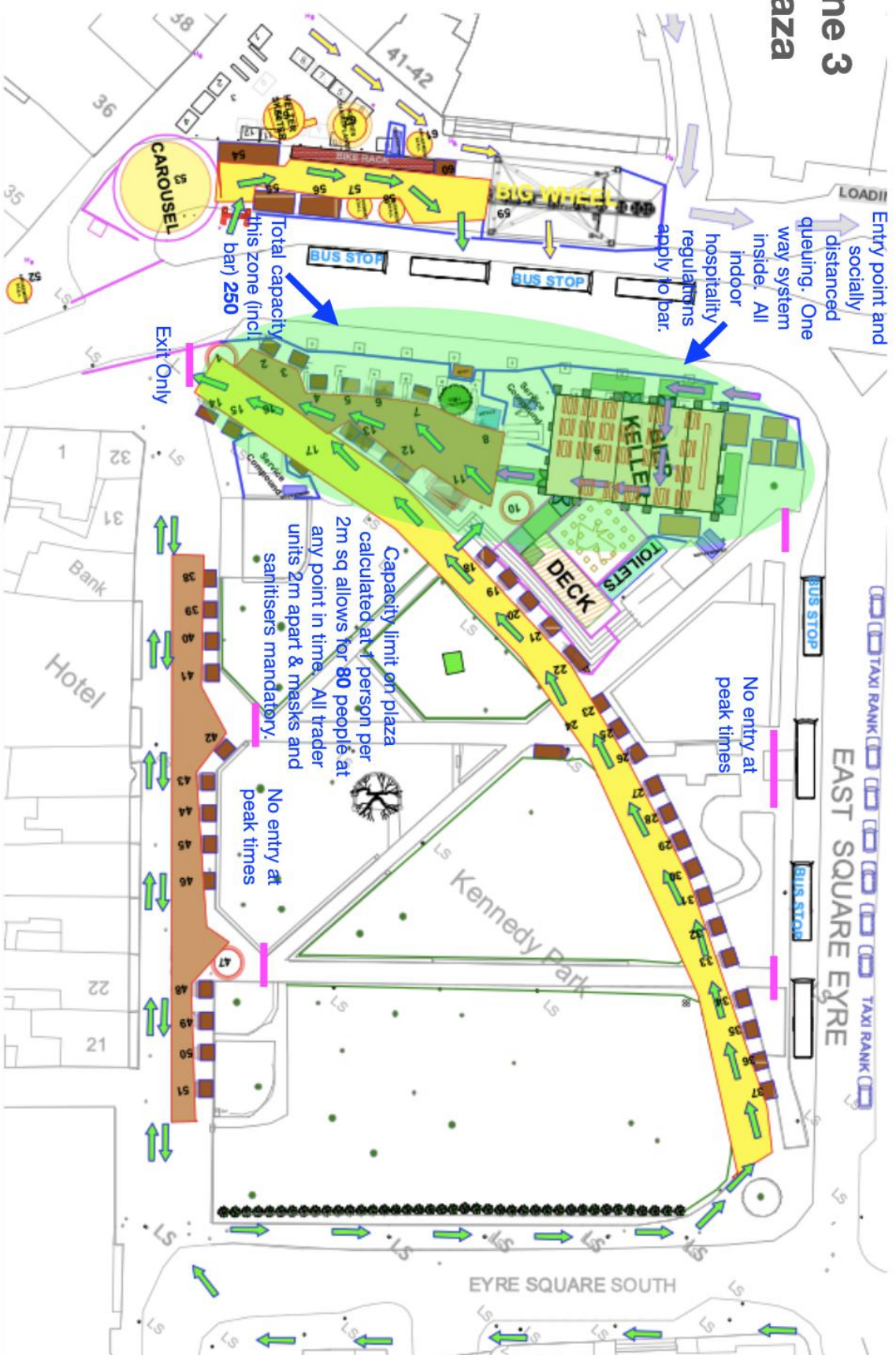
Zone 1 Diagonal



Zone 2 West



Zone 3 Plaza



Zone 4 North



2. EVENT MANAGEMENT STRUCTURE AND RESPONSIBILITIES

Safety & Event Management Operational Personnel

As this event runs over a number of weeks, the key, qualified personnel assigned to each management role will necessarily change on a rostered schedule throughout the course of the event.

A dedicated mobile phone will be held by the On Duty Event Controller, at all times - Tel: 091 394396.

(Please note this is a number which is diverted to the mobile phone which at all times is held by the duty event controller who also fulfils the function of medical coordinator.)

The scope of each role, the staff members assigned to those roles and the relevant contact details have been outlined below:

Role: Event Controller

Persons Assigned: Maria Moynihan Lee and Katie Shackleton

Remit of the Role:

The responsibilities of the Event Controller include:

- (i) overall responsibility for the management of the event;
- (ii) being involved in the planning meetings with the relevant authorities i.e. Local Authority, Gardai, and Health Board etc.
- (iii) ensuring the provision of adequate stewarding, first-aid and medical personnel for the event.
- (iv) overall responsibility for the decision to close the event unexpectedly for any reason.

Role: Safety Officer

Persons Assigned: Fiona Lawless and Sean Walsh

Remit of the Role:

- (i) ensure that the safety details and conditions agreed for the holding of the events are implemented and site layout and safety arrangements are in accordance with specifications and agreements, in so far as they impinge on safety matters.
- (ii) be present at all planning meetings
- (iii) act as coordinator of the technical aspects of the arrangements insofar as they impinge on safety matters
- (iv) attend the event itself to evaluate the efficiency of structural and safety arrangements
- (v) pay particular attention to the crowd densities
- (vi) monitor first-aid and rescue tactics for distressed patrons;
- (vii) take any necessary action to alleviate any perceived risks; and
- (viii) recommend emergency procedures to be initiated.

Role: Site & Facilities Manager

Persons Assigned: Sean Walsh and TBC

Remit of the Role:

Ensure the smooth daily operating of the site and all ancillary site services
Conduct daily site safety and fire checks
Coordinate with security/ stewards on the distribution of crowd control measures and barriers
Ensure the safe operation of generators and other infrastructure
To be present on site at all times

Role: Head of Security & Stewarding

Persons Assigned: Integrity Security

Remit of the Role:

The responsibilities of the Designated Head of Security are to:

- (i) to maintain a secure and safe environment within the boundaries of the venue, to be conversant with Safety Procedures and Codes of Practice, ensuring that any breach of these regulations are brought to a safe conclusion.
- (ii) to prepare and deliver a structured briefing to Security and Stewarding personnel.
- (iii) to collate information, producing an event day strategy endorsing manning levels in conjunction with the Event Controller and Safety Officer.
- (iv) to ensure that all Security Personnel and Stewards are in position for the opening of doors.
- (v) to monitor all incidents and respond accordingly if and when required.
- (vi) in the event of an evacuation, carry out role identified within the Emergency Procedures.
- (vii) in the event of a serious Accident/Incident involving members of the public immediately inform the Event Controller and take action to resolve the problem.
- (viii) to liaise on safety issues with the Safety Officer.
- (ix) to undertake any other relevant duties as directed by the Event Controller

3. Market Licence Application and Planning process

Consultation and coordination with Statutory bodies

Milestone Inventive are applying to Galway City Council for permission for a licence to hold an Outdoor Event under the terms of Part XVI of the Planning and Development Act 2000 (As amended).

Pre planning procedures

A pre-application consultation meeting has already taken place on 4th August, as per the amended planning regulations.

Consultation and Meetings

Event Planning Meetings involving the Statutory Authorities, City Council, Health Service Executives, Environmental `health, Fire Officer & Galway City Council) both on a group and individual basis will take place as necessary. Minutes of these meetings will be distributed to the appropriate authorities and key event management staff.

Consultation with statutory agencies will be on-going, the key contacts within these agencies are:

Name	Role/Department	Organisation
Lisa Smyth	Parks	Galway City Council
Michael Cunningham	Fire Officer	
Liam Blake	Planning	Galway City Council
Derek Healy	Casual Trading/Environment Section	Galway City Council
Brendan Gallagher	Roads	Galway City Council
Theo McLoughlin	Roads	Galway City Council
Fintan Byrne	Garda	Galway City Council
Seamus Mitchell	EHO	HSE
Simon Heaslip	Bar Operator	Massimo
Stephen Malone	Emergency Management Officer	HSE West

4. Safety Statement

4.1 Safety Statement

It is the policy of Milestone Inventive, the producers of the Christmas Market, to comply with all aspects of the Safety, Health and Welfare at Work Act 2005 and all of its subsequent regulations which can be deemed to apply to this event.

The requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2006 – 2013 will be implemented to the extent necessary during the build and strike phases of this project.

Producers will ensure so far as is reasonably practicable, the safety, health and welfare of its entire staff. The producers are committed to providing appropriate instruction, training and supervision to all staff in relation to health, safety and welfare at work.

To facilitate this general statement of safety policy, the producers will provide and monitor safe places of work, safe equipment and safe systems of work.

A detailed risk assessment of all activities has been carried out by the relevant managers, supervisors and contractors. Resources will be made available as required.

All staff and contractors, have the responsibility to co-operate with the producers to achieve a healthy and safe workplace and to take reasonable and practicable care of themselves and others.

The Safety, Health and Welfare at Work Act 2005 states:

‘Every employer shall manage and conduct his or her undertaking in such a way as to ensure, so far as is reasonably practicable, that in the course of the work being carried on, individuals at the place of work (not being his or her employees) are not exposed to risks to their safety, health and welfare.’

The producers are obliged to ensure, that in so far as is reasonably practicable, the safety, health and welfare of all members of the public.

The Duties of the Producers to Employees and Managing Safety and Health

For this document, the employer is represented by Milestone Inventive Managing Director, Maria Moynihan Lee.

The employer’s duty extends, in particular to the following:

- a) Managing and conducting work activities in such a way as to ensure, so far as is reasonably, the safety, health and welfare at work of his or her employees;
- b) Managing and conducting work activities in such a way as to prevent, so far as is reasonably practicable, any improper conduct or behaviour likely to put the safety, health or welfare at work of his or her employees at risk;
- c) As regards the place of work concerned, ensuring, so far as is reasonably practicable:

- i. the design, provision and maintenance of it in a condition that is safe and without risk to health,
 - ii. the design, provision and maintenance of safe means of access to and egress from it, and
 - iii. the design, provision and maintenance of plant and machinery or any other articles that are safe and without risk to health;
- d) Ensuring, in so far as is reasonably practicable, the safety and the prevention of risk to health at work of his or her employees relating to the use of any article or substance or the exposure to noise, vibration or ionising or other radiations or any other physical agent;
- e) Providing systems of work that are planned, organised, performed, maintained and revised as appropriate so as to be, so far as is reasonably practicable, safe and without risk to health;
- f) Providing and maintaining facilities and arrangements for the welfare of his or her employees at work;
- g) Providing information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- h) Determining and implementing the safety, health and welfare measures necessary for the protection of the safety, health and welfare of his or her employees when identifying hazards and carrying out a risk assessment under section 19 or when preparing a safety statement under section 20 and ensuring that the measures take account of changing circumstances and the general principles of prevention specified in Schedule 3;
- i) Having regard to the general principles of prevention in Schedule 3, where risks cannot be eliminated or adequately controlled or in such circumstances as may be prescribed, providing and maintaining such suitable protective clothing and equipment as is necessary to ensure, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees;
- j) Preparing and revising, as appropriate, adequate plans and procedures to be followed and measures to be taken in the case of an emergency or serious and imminent danger;
- k) Reporting accidents and dangerous occurrences, as may be prescribed, to the authority or to a person prescribed under section 33, as appropriate, and
- l) The obtaining, where necessary, of the services of a competent person (whether under a contract of employment or otherwise) for the purpose of ensuring, so far as is reasonably practicable, the safety, health and welfare at work of his or her employees.

Responsibilities of the producers

- To manage and conduct work activities in such a way as to ensure the safety, health and welfare at work of employees.
- To provide systems of work that are planned, organised, performed, maintained and revised in a safe manner.

- Obtaining the services of a competent person when required for ensuring the safety, health and welfare at work of employees.
- Ensuring that the appropriate staff and resources are made available to meet the requirements of this safety policy.
- Providing and maintain a place of work which is safe to work in and which has safe means of access and egress.
- Providing employees with suitable welfare facilities.
- Ensuring that the Company Safety Policy is established and current and acting as a role model in all aspects of health, safety and welfare.
- Allowing employees time off work (without loss of remuneration) to attend relevant training relating to safety, health and welfare at work.
- Ensuring that any measures taken relating to safety, health and welfare at work do not involve financial cost to employees.
- Periodically auditing and assessing the policy and its effectiveness. This assessment will be carried out where applicable with the assistance of an external safety advisor.
- Ensuring that the safety management system is operating as described in this document.
- Ensuring the company safety statement is brought to the employee's attention on commencement of employment, following any amendments and at least annually.
- Ensuring accidents and dangerous occurrences are reported to the HSA, if required.
- Ensuring that individuals, not employed by The Producers (e.g. visitors, members of the public), are not placed at any risk to their safety, health or welfare by the undertakings of The Producers.
- The producers shall delegate specific responsibilities to the company management personnel.

Use of Contractors

Both the Producers and any contractors they use have responsibilities under the Safety, Health and Welfare at Work Act 2005.

The Producers will identify all aspects of the work they want the contractor to do, including work falling within the preparation and completion phases.

The Producers will carry out a risk assessment for the work which will be used to select the best contractor for the work. The Producers will also use this risk assessment to decide on the level of management and supervision required.

The Producers will select the most competent contractor to carry out the work. To ensure that this work is carried out safely, The Producers will explain their health and safety policies. It is important that the contractor understands all the health and safety issues and can work within The Producers safety framework.

Risk Assessment

The contractor must carry out a full risk assessment for the work to be done and produce a method statement which factors in other contractors, staff and crew of The Producers. Their impact on the general public must also be assessed.

Information and Co-operation

The Producers will provide all the information required for any work to be done efficiently and in a safe manner.

The Producers will ensure that there is co-operation and co-ordination between all parties involved. In cases where any of the local statutory agencies need to be informed, then The Producers will ensure that this happens. Where necessary, The Producers will schedule meetings or briefings.

The Producers will ensure that all contractors give a full briefing to their staff, who will be carrying out the work.

Management and Supervision

The Producers will decide what needs to be done, to effectively manage and supervise the work of contractors.

The Producers will appoint a site management team for the duration of the site build, events and site strike. The site management team will supervise the work of all contractors within the site. Where the events are large and/or the work carries a higher risk, then extra management, such as an event stage manager, will be appointed to ensure the highest standards of safety.

The Producers will work with the contractor to ensure that the best methodology is achieved. Issues that will need to be agreed include, the type of equipment, the type of PPE and who supplies, and any working procedures including permits where required.

The Producers, the contractors and sub-contractors need to continually monitor performance on a number of levels.

All parties need to ensure that the risk assessment remains relevant and up to date for the duration of the work activity.

There should be checks made against the schedule that work is progressing as per the schedule. In cases where the work is falling behind, The Producers will take appropriate steps to remedy without increasing the safety risks.

If health and safety requirements are not being met, then The Producers must find out why and if necessary, stop all work activities by the contractor until the requirements are met.

All accidents, incidents and near misses must be reported and investigated.

Event Site

The suitability of the sites has been assessed by The Producers.

The assessment included, but was not confined to the following:

- Suitability of the site for the proposed events
- Safe access and egress for staff, crews, contractors.
- Safe access and egress for the general public.
- Power supply
- The safe, working capacity of the venue.
- The management requirements of the site.

Other factors which may be considered:

- Identify the resources that are required for the safe presentation of each event/activity
- Identify any special resources needed to use the site.

The Site Manager

The producers will appoint a site manager to manage all aspects of the site. The site manager will be The Producers' point of contact during the run.

The duties of the site manager will include the following:

- The site manager reports to the producers.
- The site manager will appoint a site management team to implement all aspects of site management.
- The site manager should manage the day to day operations of The Producers in the venue.
- The site manager will ensure that all work is carried out according to the agreed plan and schedule.
- The site manager will trouble-shoot matters arising.

- Carry out on-site risk assessments on matters arising.
- The site manager will keep accurate notes on all aspects of the work being undertaken, including a contractor and crew time sheet.
- The site manager will ensure that all crew, staff and contractors get proper rest periods and if the schedule comes under pressure, then the Site Manager should request extra resources.
- They should ensure that all work is carried out in a safe way.
- Ensure that all crew and staff wear appropriate PPE.
- The site manager will supervise the work of all crews and contractors engaged by The Producers.
- The site manager will manage the use of all specialised equipment, ensuring where necessary that only authorised and trained personnel operate the equipment.

The producers will provide the site manager with sufficient resources and support to carry out their duties.

5. The Venue:

5.1 Assessment of Safe Occupancy of the Venue

The Galway Christmas Market site is designed for a transient ambulatory audience,

There are no static congregation sites.

5.2 Occupancy

Available Public Access Areas – Eyre Square: approx 1500 sq.m

Occupant density factor (public access areas) = 1.0m²/p

Occupant Capacity = 1500 persons

5.3 Exit Capacity

There are numerous entrance and exit points to the sites, all of which shall remain open at all times during the event. These can be viewed on the attached site map.

5.4 Control Over Occupancy Numbers

Occupancy numbers are to be monitored over the course of the event by the Controller in conjunction with the Security Supervisor.

Based on the experience of this event in previous years and at other events the organisers have a very good idea of the peak periods and times within the market.

6 Site Facilities & Suppliers

All contractors and suppliers shall be required to provide evidence of insurances, all relevant safety certifications and, where appropriate, their own method statements. At this point in time suppliers and contractors have not been officially engaged and therefore the full suite of these documents are not yet available. Upon the award of contract to each supplier, the documentation shall be collected and submitted to Galway City Council as per Event License regulations.

Suppliers and contractors – still to be officially confirmed

- Temporary Electrical Installations: Event Power
- Temporary ALU-Hall Structures (Marquee) and Associated installations: Eventus
- Wooden Cabins: Fire & Food
- Security: Integrity Security
- Cleaning: Staff contracted directly to Milestone
- Water & Plumbing – TBC
- Water Sampling: CLS (Complete Lab Solutions)
- Lighting: Cue one Ireland
- Public Address: Atlantic Audio
- Toilets: Handy Huts
- Removal of waste water: Handy Huts

6.2 Chalets, Marquees and Temporary structures

(i) Certification of Temporary Structures – The Bier Keller & Building control regulations

Bier Keller Fire Certificate and Disability Access Certificate

As the Christmas Market will be in place for more than 28 days it is subject to the Building Control Regulations 1997 and all amendments 1997 to 2015.

Under the Building Control regulations all structures which the public will enter require a fire safety certificate.

The Bier Keller marquee is the only such structure and it has been clarified that so long as the same structure in the same location is used in 2017 and beyond, the fire certificate (Ref No. FS 165/16) will continue to be valid for this event, inserted below.



Comhairle Cathrach na Gaillimhe
Galway City Council

Halls na Cathrach
Bothar de Chloinne
Gaillimh
H01 3A05

City Hall
College Road
Galway
H01 3A05

BUILDING CONTROL ACT, 1990-2007.

REGULARISATION CERTIFICATE

Simon Heaslip,
c/o Ryan & Associates,
50 Lower Salthill,
Galway.

FS 165/16

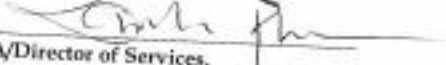
Date of Receipt of Application: 01 December, 16

Application for Regularisation Certificate (Ref. No. FS 165/16) for construction of temporary beer tent at The Christmas Market, Eyre Square, Galway.

I hereby certify that the works or building to which the application relates will, if constructed in accordance with the plans, calculations, specifications and particulars submitted, comply with the requirements of Part B of the Second Schedule to the Building Regulations 1997 to 2009. In considering the application, no assessment has been made as to whether the works or building will comply or is in compliance, as appropriate, with the other requirements of the Second Schedule to the Building Regulations 1997 to 2009 (as amended). This certificate is granted subject to the following condition(s):

(PLEASE SEE ATTACHED SCHEDULE AND CONDITION(S))

Dated this 22nd day of Feb, 2012

Signed: 
A/Director of Services,
Planning, Economic Development, Community,
Culture, Climate Change & Environment.

Faithiúar riacht chomhfhreagra i nGaeilge / Correspondence in Irish is welcomed

Seirbhís Custaiméara / Customer Service (091) 536499 • Ffónóid / Email customerservice@galwaycity.ie
Grúpa / Web www.galwaycity.ie

SCHEDULE REFERRED TO IN CHIEF EXECUTIVE'S ORDER NO. 5692

REGISTER REFERENCE NO. FS 165/16

1. Drawings dated 01/12/2016 and 24/02/2017, for the building as constructed to be certified by Ryan & Associates as true and accurate.
Furthermore a Certificate of Compliance in respect of the relevant works with the requirements of Part B of the Second Schedule to the Building Regulations 1997 to 2006 to be submitted.

REASON:

To ensure that the building as constructed, complies with Part B of the Building Regulations 1997 to 2006.

Galway City Council, being a Building Control Authority, issues this Regularisation Certificate FSC 2016/165 in the prescribed form as set out in the Fourth Schedule of the Building Control Regulations 1997 as amended by the Building Control (Amendment) Regulations 2009 (S.I. No. 351 of 2009).

It should be noted that the inspection carried out on foot of Article 20C(6)(a) of the Building Control (Amendment) Regulations 2009 S.I. 351 of 2009 was a visual inspection of the relevant works in existence on the date of inspection. The purpose of the inspection was to establish that plans, documents, drawings and information submitted related to the relevant works which were the subject of the application. As the inspection was a visual one only, it took no account of works not visible or covered up.

Accordingly, the Regularisation Certificate to which this note relates is based only on the completion of the works being described in the plans, documents and information submitted with the application for the certificate subject to such modifications as are specified in any conditions(s) attached to the certificate.

This note should accompany Regularisation Certificate FSC 2016/165 at all times and should not be disassociated from it.

DATED THIS 28th DAY OF Feb., 2017.

SIGNED:


A/Director of Services,
Planning, Economic Development,
Community, Culture, Climate Change
& Environment.

6.2 (ii) Certification of temporary structures continued - Marquees

All Temporary Alu-Hall Structures (Marquees) will be erected by a specialist contract company (Eventus) who are experts in this area and who are using marquee structures and materials which have appropriate

- - structural validation
- - fire test certification
- - exit arrangements and exit signposting / emergency lighting

The specialist contract company (Eventus) will be responsible for confirming satisfactory completion of these structures and for submission of relevant certification.

6.2 (iii) Certification of temporary structures continued – Chalets

All Temporary wooden chalets will be erected by a suitably qualified contract company, who are experts in this area and who are using chalets which have appropriate

- Structural validation
- Fire test certification

6.2 (iv) Temporary Structures: Erection Safety Procedures:

Erection of all structures shall be in accordance with a safety system of work. Where work cannot be done safely from the ground or part of the structure then it shall be carried out from scaffold constructed in accordance with of The Safety, Health and Welfare at Work

(Construction) Regulations, 2006. No work shall be carried out from any part of a structure, which is fragile or liable to fracture under a person's weight.

6.2(v) Temporary Structures: Safety Procedures When in Use

All floors, passageways and steps shall be kept clear of rubbish, dirt or articles or substances liable to cause persons to slip or trip.

No flammable materials may be stored or kept in the structures and no naked flames, whatsoever, shall be permitted.

No person shall interfere with or misuse any plant, equipment or substance provided for use in temporary accommodation.

6.2 (vi) Dressing of Temporary Structures, Marquees and chalets:

- A The dressing of the chalets shall be the responsibility of the trader occupying it. All plans for dressing must first be approved by the market operator to ensure that they are in keeping with the overall dressing plan. They must all comply with the following regulations and will be inspected on that basis.
- All tentage fabric, internal linings and floor coverings are to meet the standards laid down by MUTA (Made-Up Textiles Association) Code of Public Safety and BS 7837:1996. All temporary structures will be inspected and certified by an independent structural engineering company.

6.2 (vi) (a) Fabric Materials and Internal Linings

- Fire Rating – all external material and fabric linings are to be of inherently flame-retardant fabric or durably flame retardant fabric when tested to BS 5438 Tests 2B with a 10 second flame application time. Rigid side wall materials should be Class 1 in accordance with BS476 Part 7.5.

6.2 (vii) Temporary Structures - Fittings and Furnishings

In accordance with the Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly, all Furnishing and Fittings shall be made from materials which do not ignite easily when subjected to small ignition sources

6.2 (viii) Temporary Structures, Marquees and chalets: Floor Coverings

- All floor coverings shall be designed and installed so as to provide floor surfaces, which are free of obstructions and substances liable to cause persons to slip.

6.2 (ix) Temporary Structures, Marquees and chalets: Means of Escape

Adequate means of escape will be provided in every structure so as to ensure that in the event of an outbreak of fire in any part of the structure each occupant should be able to reach safety, unaided and without being placed at hazard while doing so.

6.2 (x) Temporary Structures, Marquees and chalets Fire Fighting Equipment

Fire extinguisher coverage is to be provided on site in strategic places by a reputable supplier.

All firefighting equipment will be sited so that it cannot be vandalised or interfered with by spectators but so that it is readily accessible by stewards.

6.3 Temporary Structures: Traders own concession units

All temporary catering units will be under the direction of Milestone Inventive, who will be responsible for ensuring that the traders meet relevant standards. They will be answerable to the Site manager.

Each unit is to be provided with an appropriate fire extinguisher(s) and a fire blanket. An inspection of each vending unit will be carried out by the Event Safety Officer prior to the event. No LPG gas use is permitted on site.

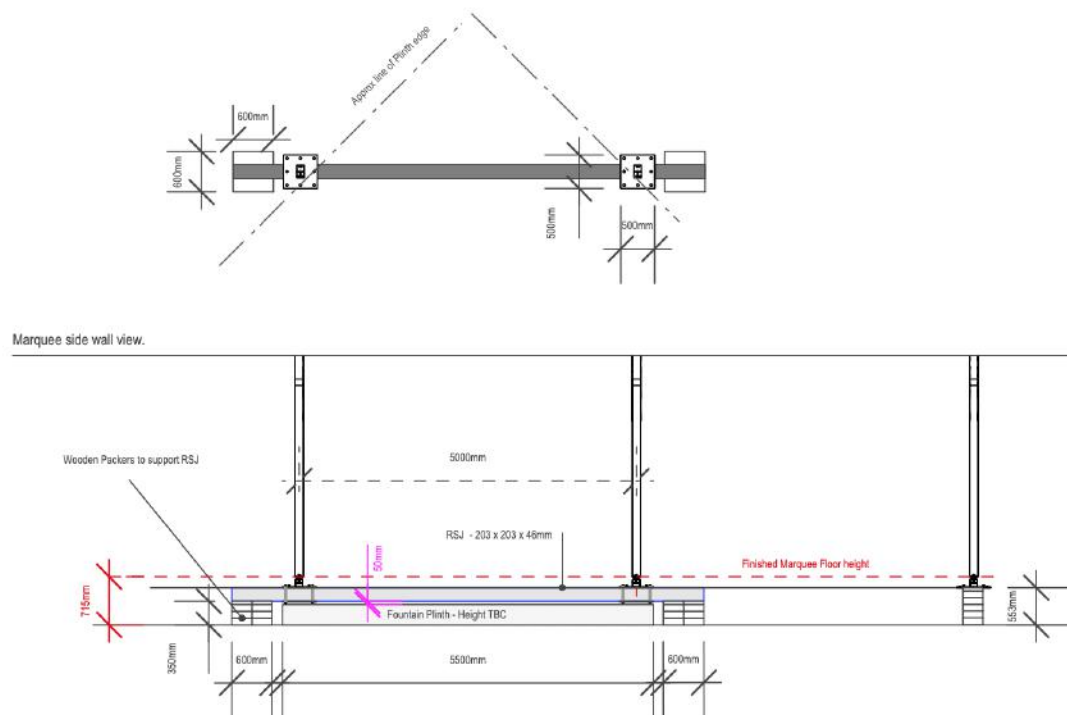
Barriers and fencing are to be put in place between concession units to prevent public access to the rear of vending units and to any waste storage areas; particular attention is to be given to refuse disposal and waste management during the event so as to avoid any significant fire risk arising.

6.4 Bar Facilities – Bier Keller

An Occasional bar licence is being sought in respect of all opening hours of the market in Eyre Sq. The outlet will operate in the Market under the cover of this licence. The Bier Keller will be located on the Plaza with an open Deck area located to the fountain. It is a hard sided marquee decorated in the theme of the market.

Bier Keller – Location and protection of the Fountain plinth

A support plate is used as illustrated below to ensure that the Bierkeller/Bar Tent does not interfere with the Galway Hooker Protected Structure including its Plinth and surround.



Bier Keller - furnishings and fittings

As in previous years the bar operator/agency engaged to decorate the bar will be obliged to provide all of the fire certification for the dressing & equipment being used in the bar and these are passed directly to the fire officer.

Bier Keller: Assessment of safe occupant capacity of venue

Occupancy Bar Area: The Bar is a 20m x 16m Marquee with 3 no. 2m exit doors.

Exit Capacity: The maximum capacity will be set based on public health guidelines at the time and egress capacity.

Control over bar numbers:

In the event that public health restrictions remain in place in November access to the bar can be controlled by use of an online seat booking system. In the case of no restrictions, the separate security company hired by the bar operator will manage public access to the bar.

Numbers within the bar are closely monitored and access is suspended once capacity is reached and those wishing to enter wait in the designated area and can enter once security allow.

6.4 Big wheel:

Certification & Notification

The Wheel is fully certified and an up to date certificate will be supplied at event time.

The requisite notifications under S.I. No. 449/2003 - Planning and Development Act, 2000 (Certification of Fairground Equipment) Regulations, 2003, Article 9 will be made to Galway City Council for this and the other funfair equipment.

Site Tests

Nuclear density and CAT scan pavement tests have been conducted on the site and the wheel will occupy the precise same position as in the previous two years.

A load bearing analysis has also been conducted.

Risk Mitigation

The risk assessment for the Big Wheel is incorporated into the overall event risk assessment for the event.

Specific to the issue which occurred in 2017 the Wheel operators have taken the following steps to mitigate against any risk of a re-occurrence:

“With the recommendation of the wheel manufacturer - Technical Park, we removed the issue which caused the fault last year. It was an add on feature designed for the American market so we have eliminated this and if any other fault occurs on the wheel computer it will allow us a time frame to unload all the people with the wheel’s motor system. We will have a back-up generator in place in case of power failure.

6.5 Electrical and Lighting Installations

The electrical installations will be undertaken by a competent and experienced Specialist Contractor, in accordance with relevant ETCI Standards. Festoons, outdoor Christmas tree lights will be used to light the market to add to the ambience. Contractor is Event Power.

6.6 On Site Sanitary Facilities – (Quantity, Ratio, Disability, servicing and cleaning)

Toilets will be provided on site and will be monitored and serviced regularly by a certified sub-contractor. The toilets onsite will facilitate both the members of the visiting public and the bar patrons.

The number of toilets will be set in accordance with best practice guidelines and based on the projected footfall. Disabled facilities will also be provided.

There will be a number of urinals provided on site in the toilet area- these will be housed in an appropriately fenced off area.

Additional staff & trader toilets will be provided in a secure, back of house location with provision for toilets for the exclusive use of traders selling food items. These will have access to hot and cold water hand wash facilities. These will not be accessible by members of the public.

6.7 On Site Communications

Staff on duty during the build, operation and decommissioning of the Christmas market will be in communication with the use of 2 way radios.

A tannoy system is also in operation during the running of the market, it will be used primarily for the playing of music but can be used in order to make any necessary public announcements.

6.8 Fencing

A combination of heras fencing, cowgate barriers and picket fencing will be used. Heras panels will be used to separate units where necessary and prevent public access from the back of house areas. These will be suitably screened, braced and weighted. In areas where no units exist and there is a need to prohibit public access to grassed areas, picket fencing will be used to improve the overall ambience and décor of the market. Cowgate barriers will be used, primarily during set up and take down to close pathways and sections of the event site as appropriate in order to facilitate public safety. These barriers will be manned by a member of security or the event team and the public will be directed via an alternative route.

All fencing will be supplied by a certified supplier and will be compliant with health and safety requirements.

6.9 Power requirements & Set up

Power will be required for the following:

- Traders
- Santa's Grotto
- Bar
- Amusements
- Lighting (Safety and Décor)
- Tannoy System
- Site Office
- OB and promotional units (occasional use and presence tbc)

A combination of generator and mains power will be used. All generators will be diesel, they will be installed, certified, operated and refuelled by qualified professionals and shall be located at the back of house with access restricted to all but essential personnel.

Only the site electrician shall be permitted to work on site. Traders may not engage their own electricians independently.

The site electrician shall issue a RECI cert cover all installations and generators on completing of their works prior to opening.

6.10 Water Provision

As in all previous years we will engage directly with Irish Water and Galway City Council to agree access to the available water supply points in the park. Water will be plumbed directly to the bar and other locations by a qualified contractor. Milestone acknowledges that we assume responsibility for the water supply once we connect to the water supply points

7 Environmental Monitoring Arrangements

This is an integral part of the Milestone Site Health, Safety, quality and environmental management approach and this communicates the key obligations that apply to all parties for the build duration and strike of the Christmas market.

This communicates the project specific environmental measures to be implemented and the procedures we intend to follow during the build, duration and strike of the Christmas market to ensure that our activities have the least detrimental effect.

This section sets forth the steps that will be taken in order to examine the environmental impact in the following areas

Monitoring the environmental impact of this event is to be undertaken in the following area:

- Litter
- Adequacy of sanitary facilities
- Crowd numbers and congestion
- Sound monitoring
- Traders and use of consumables

7.1 Waste Management Plan

Milestone Incentive will engage the City Bin Company to provide a selection of 1100 litre and 240 litre bins for distribution throughout the market site.

The Waste Management Company will empty the bins on site early each morning with a second collection in the evenings at the weekend and on call if required.

Milestone Incentive will engage personnel to maintain the bins and ensure that they are emptied regularly.

General waste:

The existing public bins within the Eyre Square will be emptied on a regular basis by GCC.

Milestone Incentive will supplement the existing bins with additional 240litre bins for public use. These will be monitored and emptied each evening and afternoons on weekends.

There will be 1100litre bins in the waste compound for use by the traders.

Recycling:

There will be a number of recycling bins placed on the three sites alongside the general waste and food bins for public use. The different bins will be clearly labelled, and the public will be encouraged to use the recycling and food waste bins as much as possible in order to cut down on the amount of general waste generated on all three sites.

There will be 1100litre recycling bins exclusively for trader use in the waste compound and all traders are required to recycle all packing.

Food waste:

See Also the Specific Food Waste Plan below.

The waste contractor will provide 240 litre food waste bins. These will be situated throughout the three sites, in close proximity to the stalls and will be monitored and emptied on a continuous basis. All food traders will have access to food waste bins that are designated for their use only.

Glass recycling:

There will be a number of glass recycling bins on site for trader use in order to dispose of all glass bottles and jars generated by traders. These will be emptied on a regular basis through the waste company.

Waste water:

Waste water tanks are being provided by Milestone Invenite for use by the traders. These

will be emptied on a daily basis by an appointed waste management service provider who are servicing the portable toilets. They will be placed in locations which are easily accessible.

Litter waste:

All traders are responsible for the litter generated from their stand and will be required, where applicable, to provide litter bins in close proximity to their stalls.

WEEE/Batteries:

All traders selling electronic or electrical equipment are required to have arrangements in place as required under the WEEE and Battery regulations. Their compliance with these regulations will be monitored where possible.

Plastic Bags:

All traders will be advised that if plastic bags are being supplied to customers the 22c levy must be charged on levied bags with no exceptions. This will be monitored on site to ensure that all traders are in compliance with same.

Food Waste Management Plan

This Food Waste Management Plan has been drawn up in accordance with Regulation 11 of the Waste Management (Food Waste) Regulations 2009 and Regulation 10 (3) of said Regulations, particularly in respect of 'Trade Shows, Exhibitions, Concerts and Other Public Events'

Based on previous years it is expected that the amount of food waste produced at the Christmas Market will be approx 14,400kgs over the 36 days of the market. (This is based on the average weight per daily lift of the food bins over the Christmas Market period last year).

- All food waste generated at the Christmas Market will be segregated from all other waste streams, disposed of into food waste bins on site and will be collected separately by our waste collector, City Bin as set out below.
- Our waste collector will pass any collected food waste onto their regular service provider in respect of food waste (details below) and it will be managed in accordance with the animal by-product legislation governed by the Department of Agriculture, Fisheries and Food.

- Food waste/food prep waste generated by each trader will be segregated and kept separate from non-biodegradable materials, other waste and contaminants and disposed of in the Food waste bins provided on Site.
- All traders will be given a copy of the Galway Christmas Market Waste Management Plan and will be asked to adhere to all waste management system imposed on site. Their compliance to the regulations on site will be monitored.
- There will be food waste bins throughout the site for public use also and all members of the public will be encouraged to dispose of their food waste accordingly.
- All food waste bins are scheduled to be collected daily from the designated waste compound by our waste collector. All food waste bins will monitored to avoid cross contamination as much as possible.

Company information in respect of the Galway Christmas Market Food Waste Management Plan:

Registered Company Name: Sigma X Ltd t/a Milestone Inventive

Address: Roxboro House, Raleigh Row, Galway

Phone: 091 394396

Email: Flawless@milestoneinventive.com

Location: Eyre Square (Kennedy Park)

Waste contractor: City Bin Company, Oranmore Business Park, Galway

Waste Contractor Permit Number: WCP-MO-09-0628-01

In respect of food waste management, City Bin currently use Barna Waste's facility on the Headford Road (permit number WCP-MO-08-0604-01) as their current provider.

7.2 Noise Monitoring

The organisers are committed to ensuring the safety, health and wellbeing of all attendees, staff and neighbours of the Christmas Market and will ensure that noise levels are at all times within acceptable levels.

LEGISLATION

The Organisers will take account of Section 108 of the Environmental Protection Agency Act

1992, Environmental Protection Act (Noise) Regulations 1994, and EU Directive

2002/49/EC, which is implemented in Ireland by the Environmental Noise Regulations 2006

(SI 140/2006), to ensure that the noise emanating from the Christmas Market on Eyre Square is maintained within acceptable levels. They will also consider the welfare of employees in relation to the Safety, Health and Welfare at Work Act 2005.

SOURCES OF NOISE

All music broadcast is intended to create atmosphere and as such will not be played at a dominant level:

1. Tannoy system & stage sound

Operating only Monday-Wednesday 12pm to 10pm and Thursday - Sunday 10pm to

10pm, the tannoy and stage sound systems comprise:

- Puma 30 100v 30w Horn speakers x 19
- 1 x ADS 3120 mixer/ amplifier
- x ADS 240 booster amplifier

The tannoy will broadcast Christmas music and live radio broadcasts.

2. Special events:

- a) Opening night November 16th – an opening ceremony with music from the stage and the switching on of Christmas lights (operated by a 3rd party and subject to a separate permit)
- b) Carol singing and other musical performances in Eyre Square

3. Bars and traders

Locally amplified music will be produced by individual traders and the bar

4. Carousel

Amplification will be localised and minimal to create a carnival atmosphere.

It is the opinion of the organisers that these noise sources will not produce noise volumes in excess of acceptable levels.

Noise levels will be monitored by event staff in the initial days to ensure we do not exceed the requirements.

All noise monitoring activity by the environmental health officers will be welcome and fully supported and any possible associated excess noise volumes identified will be dealt with immediately. It should be noted that the event ends each evening at 10pm.

8 BUILDING, RUNNING AND DECOMMISSIONING OF THE MARKET

8.1 Build

We wish to request permission for a crew to gain access to the park from Thursday October 28th for the purpose of erecting lighting and installing the market CCTV and Tannoy System. To this end also we would like to request access to the old tourist kiosk in order to store the lights during this time. There are no vehicles or heavy machinery involved in this activity, just a crew of 5/6 using ladders and personal safety equipment.

The Christmas Market Build will begin on Friday 5th November. A detailed production schedule will be in place for all deliveries and installations and will be overseen by the event controller and an experienced crew. Below is the provisional production schedule for the Market build – it is subject to change based on the availability of suppliers contracted.

Before Build begins, arrange collection of fob from Galway City Council.

The following Production schedule is provisional and is subject to change.

Friday 5th:

- Removal of bollards on Eyre Square West (opposite Skeff) & on Eyre Square North (opposite Imperial Hotel)
- Removal of large concrete planters & bike shelter to station yard
- Delivery of Heras and pedestrian fencing, work area to be fenced off
- Delivery of plant machinery
- Delivery of water filled barriers for implementation of Road Closure over weekend
- Delivery of Site Office & lock ups, GPT
- Security on site
- Power hose Plaza before work begins
- Eventus begin to deliver Marquees & weights and work begins on the Bier Keller on the Plaza
- City bin drop bins
- Advance warning notices for road closure go up
- Other road closure notices erected and covered

Saturday 6th

- Bier Keller build continues on the Plaza
- Fire Hydrant installed on plaza

Sunday 7th:

- Bier Keller build continues
- Wooden cabins arrive and installation work begins
- Sunday evening Official road closure comes into effect

Monday 8th:

- Generators arrive
- Bier Keller finished – working on decking
- Verve begin dressing of Bier Keller
- Build on Eyre Square North begins
- BTI begin cold room build
- Amusements arrive, build begins
- Cabin build continues
- Big Wheel arrives and build begins
- Water Sample taken and sent to lab for testing
- Picket fencing installation begins
- Fencing continues as needed on site

Tuesday 9th:

- Tannoy system installation completed – Atlantic Audio
- Light Installations, festoons and electrical work commences
- Chalets and marquee build is completed
- Internal signage erected
- Water supply set up

- Stretch tent installed
- Traders begin to get in
- Stage risers and Archways in - Cue One
- Extinguishers arrive

Wednesday 10th

- Fencing Continues
- Décor and dressing (non-electrical)
- Bierkeller dressing continues

Thursday 11th:

- Fencing Continues
- Décor and dressing (non-electrical)
- Traders continue to arrive and set up
- Gas and electric installation certification
- Public portaloos delivered
- Bins delivered & distributed on site

Friday 12th

- Cleaning crew arrive onsite
- Snag-list
- Market opens to the public
- Official Opening 6pm

8.2 Running

No infrastructure will be erected or dismantled during the event period. The following works will take place as needed:

- Refueling of generators
- Electrical maintenance (e.g. tripped switches etc)
- Replacement of used fire extinguishers (not anticipated)

- Re-configuration of cowgate barriers for crowd control where necessary
- Checking of placement of road closure and diversion signs
- OB Units may be temporarily placed on the hard surface at the top of the plaza
- Disposal and collection of trader waste
- Disposal and collection of waste water
- Litter-picking and site cleansing
- Cleaning and servicing of sanitary facilities
- Salting or sanding of public pathways if they become icy
- Trader deliveries at the following approved times only:
 - o Mon – Fri: 6am-8am and 9am – 10am
 - o Sat & Sun: 8am – 10am

8.3 Decommissioning and Re-Instatement Works

Decommissioning of the event site will begin as soon as the market closes at 10pm on Sunday 22nd December and will be completed by Tuesday 24th December at 6pm.

It is intended that for public safety reasons, sections of the site will be closed to the public as deemed necessary by the event controller for short periods of time to facilitate the removal of any infrastructure. Where ever sections are closed off, security or event staff will be positioned to direct members of the public by an alternative route.

Contracted cleaners are engaged to undertake a clean-up in Eyre Square of all areas which are affected by the event, immediately after the event.

It is noted the work on the removal of all temporary structures associated with the event (i.e. market stalls, marquees, production facilities etc) will commence immediately following the event and will be fully completed together with any reinstatement works required on the site, within a reasonable time scale.

It is not anticipated that any damage to public property, facilities or amenities in the area of the event will arise.

The production schedule for the decommissioning of the event site will operate as follows:

It should be noted that the following production schedule for decommissioning is provisional and subject to change.

Sunday 22nd (After closing):

- Traders pack up and depart

- Removal of signage, dressing and décor
- Dismantling of amusements
- Electrician on site to disconnect lighting and power.

Monday 23rd

- Replacement of bollards removed
- Removal of wooden chalets
- Removal of marquees
- Delivery of Skip and removal of bins
- Removal of tannoy and PA systems
- Collection of generators
- Collections of fire extinguishers
- Collection of portaloos
- Dismantling and removal of wooden chalets, marquees (incl. bar marquee) and stage completed
- Removal of lighting and festoons completed, lighting on main pathway to remain until after Jan 6th
- Radios collected
- Fencing gathered and collected
- Santa's Grotto removed
- Plant machinery collected.

Tuesday 24th

- Site cleansing and skip removal
- Site cleared of all works, infrastructure and cleansing by 6pm

9 EMERGENCY PLANS IN THE EVENT OF FIRE OR OTHER EMERGENCY

The following section sets out the standard operating procedures both in the event of a major emergency and other incidents that may occur during the daily running of the market.

In addition to having been circulated to all departments of Galway City Council, the HSE Emergency Service and EHO, The Fire Officer and an Garda Síochána, as part of the event license consultation process, these emergency plans are also circulated to all traders, staff, contractors and security personnel involved in the operation of the market. Copies are available and on display at Event Control.

9.1 Major Emergency Plan

The definition of a Major Emergency is “ any event which, usually with little or no warning, causes or threatens to cause death or injury, serious disruption of essential services, or damage to property or the environment or infrastructure beyond the normal capabilities of the principal emergency services in the area in which the event occurs and requires the activation of specific additional procedures and the mobilisation of additional resources to ensure an effective, coordinated response.” (A Framework for Major Emergency Management 2006).

A Major Emergency can only be declared by an authorised officer of one of the Principal Response Agencies (PRA's).

During all normal operations, control of the site rests with the Event Controller or Site Manager

If an incident/emergency arises he/she will decide whether it is designated as a serious emergency/incident or minor emergency/incident.

For the purposes of this Event Management Plan A Major Emergency is:

(b) one that cannot be dealt with by the usual crowd control or first aid procedures and it is apparent that major external assistance is required. –

A Major Emergency can only be declared by an authorised officer of one of the Principal Response Agencies (PRAs). If a Serious Incident occurs on site the Event Medical Coordinator contacts the NAS National Emergency Operations Centre to inform them that a Serious Incident has occurred using the ETHANE format:

If a Major incident occurs on site the Event Controller contacts the relevant bodies to inform them that a Serious Incident has occurred using the ETHANE format:

E the Exact Location – GPS or other location code if available

T the Type of incident

H the Hazards present and potential
A the Access to the location of the incident and the egress route
N the Number and severity of casualties
E the Emergency Services present and required at the scene

The following are the areas that may be designated by the PRAs in the event of a Major Emergency:

National Ambulance Service meeting point – If required RV points for each element of the event will be identified and agreed with by the National Ambulance Service and the other two PRAS.

Muster point for existing response personnel on-site – Existing medical & first aid personnel on site to the nearest First Aid post and await further instructions from MEDICAL COORDINATOR.

Additional Treatment Area – To be determined by the On-site Coordination Team.

Additional Patient Waiting Area – To be determined by the On-site Coordination Team.

Potential location for an On-site Co-ordination Centre – Event Control may be considered by the On-site Co-ordination Team.

Casualty Clearing Area – will be determined by the On-site Co-ordination Team.

Extra Ambulance Parking Area – To be determined by the On-site Co-ordination Team.

Loading Point and traffic route(s) – To be determined by the On-site Co-ordination Team.

Potential Survivor Reception Centre – The Court House may be considered by the On-site Co-ordination Team.

Media Liaison Point – As directed by the On-site Co-ordination Team.

All event medical team personnel will remain at their assigned posts until re-assigned by the EVENT Controller/ MEDICAL COORDINATOR.

9.2 Action on Discovery of Fire

(a) The security person or other member of staff who discovers or is informed of a fire outbreak is to immediately inform the Security Supervisor or Event Controller, who will ensure that the Fire Brigade and Gardai are contacted.

(b) All members of the public and staff are to be evacuated immediately to the nearest safe area as agreed by the Event Controller in their pre event briefing.

(c) Security staff should attack the fire with the appropriate fire extinguishers (if it is safe to do so).

(d) The Event Controller should meet and brief the Senior Fire Officer on the arrival of the Fire Brigade.

9.3 Evacuation Procedures

If evacuation is necessary due to fire, bomb threat or other emergency the following are the procedures;

- The Event Controller will instruct security personnel to initiate this evacuation
- All Security Staff under the Security Supervisor will direct and assist the evacuation of people from the Public Areas. The tannoy system or loud hailer will be employed as necessary to assist in directing evacuation.
- Security Personnel manning exits are to immediately open the exit doors of internal marquees.
- The Event Controller is to monitor the evacuation in consultation with the Security Supervisor.

9.4 Action on Congestion/ Over-crowding at Ingress/ Egress Routes

(a) The security person or other member of staff who discovers the congestion is to immediately inform the Security Supervisor or Event Controller, who will ensure that the

Gardai are contacted.

(b) All members of the public and staff are to be asked to stay away from this area

(c) Security staff should guide patrons away from the area.

(d) The Tannoy system or loud hailer will be utilised to inform members of the public. Security at the outer perimeters will divert incoming patrons around Eyre square as opposed to through it

9.5 Action on Discovery of a Structural Fault

(a) The security person or other member of staff who discovers the fault is to immediately inform the Security Supervisor or Event Controller, who will ensure that the Emergency

Medical services and Gardai are contacted.

(b) Security staff should guide patrons away from the area and secure it from further ingress

(c) First Aid staff to administer First Aid where appropriate

(d) All members of the public and staff are to be asked to stay away from this area.

(e) The Tannoy system or loud hailer will be utilised to inform members of the public. Security at the outer perimeters will divert incoming patrons around Eyre square as opposed to through it.

(f) Depending on the severity of the situation the Market may be closed until the matter is resolved.

9.6 Action on Discovery of Amusement Ride Failure

(a) The security person or other member of staff who discovers the failure is to immediately inform the Security Supervisor or Event Controller, who will ensure that the Emergency

Medical Services and Gardai are contacted.

(b) Security and staff should guide patrons away from the area and secure it from further ingress

(c) First Aid staff to administer First Aid where appropriate

All members of the public and staff are to be asked to stay away from this area.

(d) The tannoy system or loud hailer will be utilised to inform members of the public. Security at the outer perimeters will divert incoming patrons around Eyre square as opposed to through it

9.6 Action on Lost Children;

On the reporting of a lost child by a parent:

- All staff and stewards on site are alerted by radio – detailed description of child is taken by staff
- Traders are alerted and asked to keep an eye out by use of WhatsApp message
- Tannoy is used only as a last resort to alert public to keep an eye out
- Site office is used as the point of contact

On the finding of a lost Child

- All staff and stewards on site are alerted by radio
- Traders are alerted and asked to keep an eye out by use of WhatsApp message
- Tannoy is used to ask parents by name to make their way to the site office
- Site office is used as the point of contact

10 Event Medical Plan

In accordance with the HSE requirements the organisers classify this event as being one having:

1. more than 200 persons and less than 1,500 persons in attendance at any point in time and
2. for which no additional risk has been identified

As has been the practice in previous years, first aid facilities will be provided in accordance with HSE recommendations and will be agreed with the Health Service Executive prior to the event. A minimum of one trained first aider will be present on site at all times during public opening hours. The first aiders will be members of the security team (One Plus Security) and/or the event Site Manager / Event Controller directly engaged by Milestone Inventive.

The HSE Environmental health office has been notified and consulted and will inspect the site prior to opening.

Event Details

Operational Timings: The Galway Christmas Market will run in Eyre Square from Friday 15th November – Sunday 22nd December 2019.

Market Operating hours:

- Mon –Wed: 12.00 – 22.00 (traders operate until 20:00 and bar operates until 22:00)
- Thurs – Sun: 10.00 – 22.00 (All units trade until 22:00)

Visitor Profile

The visitor profile at the Galway Christmas Market is 'Family'.

Audience Capacity

The Galway Christmas Market is designed for a transient ambulatory audience. They are no static congregation sites.

Based on a calculation of 1m² per person Galway Christmas Market site at Eyre Sq has a capacity of 1500 patrons at an single point in time.

Venue Description

The market site will host various trade concession units and other exhibitors between Eyre Square North and Kennedy Park Plaza, utilising the available space outlined in the accompanying site maps.

The traders will be providing both food and craft/gift items and there is a bar. All of these units will be housed in temporary structures; chalets, marquees or in their own self-contained trailer units.

Vintage amusements have also been confirmed and as in 2016, and the 32m observation wheel is confirmed as returning for this year. All amusements will be located on Eyre Square North on the hard standing.

Santa's Grotto will be in the kiosk in the park and will run in conjunction with the "Train Service" that will operate throughout the city.

Proximity to Definitive care

University Hospital Galway is 5 minutes drive away from Eyre Square.

Event Communications

There will be a radio network connecting key personnel across the event site. Megaphones will be available at the site office in the case of PA failure.

First aiders direct line of communication will be with the event controller site manager by radio.

999/112 calls Emergency calls from members of the public will be taken by National Ambulance Service, as per normal procedures. All calls will receive an appropriate response and a HSE Emergency Ambulance will be dispatched to the scene, where appropriate.

The person responsible for liaising with the emergency services is the Event Controller/ Medical Coordinator on duty and contactable on 091 394396 at all times.

Please note this is a number which is diverted to the mobile phone which at all times is held by the event controller who also fulfils the function of medical coordinator.

The designated RV point for emergencies is at the junction of Eyre Sq West, Eyre Sq North and Williamsgate St (Café Express).

Event Medical Structure

A minimum of one trained first aider will be present on site at all times during public opening hours. The first aiders will be members of the security team (Integrity Security) and/or the event Site Manager / Event Controller directly engaged by Milestone Inventive.

A first aid kit will be kept in the site office at all times.

A defibrillator is also available and the first aiders are trained in its use.

The Event Controller is contactable at all times on 091 394396.

First Aid Personnel will be on hand whenever the market site is open to the public.

11. SITE STEWARDING

The Galway Christmas Market caters for a transient ambulatory crowd.

Crowd management will be undertaken by a combination of the following resources, working closely together under the Event Controller.

- A) Milestone Incentive and other designated staff.
- B) The Security company providing market stewards/security.
- C) Security in the Bar area, provided by the bar operator.

Based on experience of previous events the market is much quieter on Monday to Wednesday and busiest Friday through to Sunday afternoons. Security/stewarding staff are rostered according to the peak periods.

Barriers will be permanently in situ at each location marked on the plans. Designated personnel / stewards will each have a radio, and in the event of an incident will respond accordingly.

All security and stewarding staff will be familiar with the Christmas Market standard operating procedures in the event of an emergency and will act in accordance with that plan.

11.1 Duties of Stewards:

- Primary duty is to take care, assist and ensure the safety of the visiting public at all times.
- Ensure that passageway and exits in designated area of operation are kept clear and free of obstruction at all times.
- Investigate immediately any disturbance or incident; report to the security supervisor or Site Manager and take necessary steps to deal with troublemakers. DO NOT exert excessive force in dealing with any member of the public.
- Be aware of the position and arrangements for First Aid and ensure that any injured persons are immediately given First Aid treatment.
- Report immediately any outbreak of fire or other emergency to your Supervisor who is to report to Security Control using the appropriate coded message.
- Except in emergency, security personnel are not to leave their place of duty without the consent of their supervisor.
- Wear High Viz Vest at all times and do not exchange numbered bib with any other security person.
- Be familiar with emergency and evacuation procedures. Undertake appropriate crowd control duties in emergency.
- Do not allow patrons to climb any structures or fences.

- Should not leave their allotted position without permission
- Must not consume alcohol prior to or during the event.
- Should be courteous and calm towards participants and members of the public.
- Make themselves aware of their responsibilities in relation to the Health Safety and welfare of traders, staff and the public. In particular they must note the location of people with mobility difficulties or special needs that may require attention in the event of an emergency.
- Must carry out pre-opening checks of their allotted area to ensure that there are no hazards that may cause injury to participants or the public. When hazards are identified, they will be dealt with by stewards if possible or brought to the attention of the Site Manager for further action.
- Will familiarise themselves with the event layout and opening hours to enable them give information to the public. In particular they will note the location of First Aid Posts, Toilet Facilities, and Welfare Facilities i.e. food outlets, water etc.
- Will monitor entrances, crossing points and exits to ensure that they are operated in accordance with the Event Controller instructions. In the event of an emergency, assistance will be rendered to the emergency services at exits, entrances and crossing points as instructed by Event Control or a Garda.
- Will ensure that the public are directed in a manner that will avoid queuing as far as possible.
- Will monitor crowd conditions to ensure the safe dispersal of crowds and prevent overcrowding.
- Will ensure that there will be no accumulation of combustibles in their allotted area.
- Will be aware of the actions to be taken in the event of an emergency. In particular, they will be aware of the content of the Event Safety Plan
- Will be familiar with the Communications procedures, monitor radio calls and respond when appropriate
- Lost Children to be escorted to the first aid post of the Market Site and event control/site manager to be notified and standard operating procedures to be followed.

12 APPEARANCE

Included below are a number of photos depicting the market's appearance in previous years.

Given the awarding of the contract for a 3-year period the intention is to continue to invest further in the appearance of the market, this year paying particular attention to the cabin décor and enhancing the lighting and décor of the Skeff road







Details of Fencing and Dressing Treatments to be used





Bilingual Signage

As in all previous years every effort will be made to present information signs in both Irish and English.



13. Traffic Management Plan

The detailed traffic management plan for this event is below.

Road Closure

Galway City Council will publish a road closure notice and issue a road closure order following the grant of license. The road closure will be planned to take effect at midnight Sunday (into Monday) November 7th.

Provisions for bus/coach set down

The bus set down areas are unaffected by our TMP, with the sole exception of the Imperial Hotel for whom an alternative bus set down and turning point has been provided (as indicated on the TMP) and which will be sign-posted (as indicated on the TMP) and which has operated successfully over the previous three years.

Provision for taxi ranks

The TMP provides for the sharing of loading bay with taxis on Eyre Sq North and West and Foster St. This level of provision has been proven to be adequate in the previous 3 years of operation of this TMP and the system operates smoothly.

Provision for the NTA Bike stand

Access to the Coke Zero bike stand is not impeded. The Eyre Sq North stand is fenced off only between midnight and 5am which are the hours during which it is not operational.

Traffic Management signs

The exact location of the advance signage is as outlined on the Traffic Management Plan below and the Transport and Infrastructure Unit has stated their satisfaction with these locations in previous 3 years of operation of this TMP.

All signs will be in both Irish and English as indicated on the TMP attached.

All traffic management signage and equipment will be provided by the producer. All signs and equipment will be erected and removed by the producer.

The market delivery times shall not conflict with any permanent loading bay signs at Eyre Square.

Signs will be professionally printed on corrie board and reflective, where possible.

Access/Traffic and Pedestrian Management

The vehicular access route for set up and deliveries is via Eyre Sq West (Skeff Rd).

We will remove and store the planters (care of Irish Rail) to widen the street and during the build we cordon off a channel closest to the park for vehicles involved in the build and steward access to this channel and use banks men to walk them in. Vehicles arriving are obliged to phone ahead and are frequently asked to stand off if access cannot be provided at that time.

Trader deliveries will be at the following approved times only:

Mon – Fri: 6am-8am and 9am – 10am

Sat & Sun: 8am – 10am

Pedestrian access routes/crowd control

Pedestrian access is via all existing pedestrian access routes to the park & Eyre Sq North.

The Event Management Plan and risk assessment cover crowd control. The Park is monitored by CCTV at all times for this purpose. An experienced event controller is in charge at all times during opening hours, with radio access to experienced stewards throughout the site.

Control of parking in respect of traders vehicles who are operating on the site for its duration.

Traders are only permitted to use their vehicles to deliver at the specified times and are not permitted to park on site at any time.

Traders are instructed not to park in designated loading bays and this is monitored by market staff.

Keys/fobs/bollards

We will request a fob for the bollards at either end of Eyre Sq West from the Transport and Infrastructure Unit.

We will request keys to access the kiosk from Parks.

14. Risk Assessment

Introduction

A comprehensive risk assessment has been carried out in accordance with the employer's statutory requirement under section 19 of the Safety, Health and Welfare at Work Act 2005.

The Risk Assessment process is a dynamic one which is continually revised by competent staff throughout the event (load in, build and break). This ensures the document is kept up to date and allows it to be amended as new risks are identified and/or control measures are refined.

Milestone Inventive will ensure that an experienced and competent Event Controller will be on site at all times that the site is open to the public.

All staff and contractors will be given a site induction which will highlight the risks, policies and procedures as well as any provisions and other working regulations. Staff will sign a register confirming that they have received this induction.

Risk Rating

Each risk has two ratings, the primary risk rating assesses the initial risk which is calculated by multiplying the probability of a hazard occurring with the consequence of any resulting injury (i.e. $C \times P = R$)

The secondary risk rating or residual risk rating gives an indication of the revised level of danger once all the control measures have been put into place.

Consequence	Probability	Risk
Critical 3	Probable 3	Low 1 - 3
Serious 2	Possible 2	Medium 4
Minor 1	Unlikely 1	High 6 - 9

For ease of reference risk ratings have been taken from the table below:

Risk rating between 1-3 – risk is acceptable

Risk rating of 4 – risk is acceptable with adequate control measures

Risk rating between 6-9 – risk is unacceptable and must be reduced

Section 1 - Covid-19 Specific Risk Assessment:

The first section of this risk assessment deals solely & directly with the assessment of the risks Covid -19 poses and the controls in place in order to prevent any occurrence as a result of a visit to the Galway Christmas Market.

As overall public health risks diminish due to increased vaccination, both the primary risk levels and the mitigation measures will be continuously reassessed.

This assessment incorporates current advice about measures to reduce the spread of COVID-19 in the community and in the workplace from the following sources:

- Faite Ireland Arts Council Guideline for Safe Presentation of Festivals and Live Events
- Faite Ireland Guidance for Indoor Hospitality
- Faite Ireland: Overall Guidelines to reopening 2021
- The Government's 'resilience and recovery: the path ahead'
- The Department of Health's COVID-19 (Coronavirus): Stay Safe Guidelines
- Department of Enterprise, trade and employment - Work Safely Protocol (the second edition of The Government Return to Work Safely Protocol);
- All relevant and recent COVID-19 advice from the HSE, HSA, HIQA and HPSC.
- Theatre Forum 'Creating work during COVID-19: A framework
- Theatre Forum: Working during COVID-19: A framework for Arts Centres and performing Arts centres
- Reopening of Arts Centres-Guidelines v 1.1. Creating a Safe Place of Assembly guidelines
- The Food Safety Authority of Ireland (FSAI): Guidance for Outdoor Markets / Farmers Markets, in particular FSAI Guidance Note No. 16: Food Stalls (Revision 2)
- NSAI - Retail Protection and Improvement Guide
- WHO - COVID-19 and Food Safety: Guidance for Food Business

As our knowledge of the virus increases and advice issued continues to evolve, this assessment and the controls implemented may also change. Therefore, it should be noted that the following risks and relevant controls will be constantly monitored and amended as appropriate.

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Galway Christmas Market	Lack of physical distancing amongst members of the public – risk of virus transmission	Members of the public & staff	3 x 3 = 9	<ul style="list-style-type: none"> • Manage the flow of people into the market to ensure that the regulation capacity is not exceeded. • Operate a one-way system internally. • Barriers & systems will be in place to manage flow through the market area & clear signage will indicate the direction people are required to follow in aisles and limited shared areas throughout the garden • Clear visible indicators of the social distancing regulations of the time to allow people to comply with guidelines easier • There will be clear indicators to minimize contact between patrons and staff. The site layout will minimize the occurrence of queues and access to communal areas will be limited. • Use of digital Covid certs in Bier Keller 	Site Manager Staff	2 x 2 = 4

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Staff & Patrons	Risk of virus transmission through contact or via droplets, coughs and sneezes	Staff & Patrons	3 x 3 = 9	<ul style="list-style-type: none"> Wearing of face coverings will be in accordance with public health regulations of the time. Ensure that all Infection prevention measures (Hand hygiene, social distancing, surface cleaning) being implemented are communicated and explained to all staff and that clear guidelines & Information are issued to all before the commencement of trading. This information will also be outlined in public areas on site Training and guidance provided by employers to all staff to include information on cleaning routines and waste disposal as well as advice on hand and respiratory hygiene, physical distancing, use of Personal Protection Equipment (PPE) and work equipment where relevant The producer shall establish and issue a pre-return to work form for all staff (and similar for contractors) to complete at least 3 days in advance of 	Site Manager Staff	2 x 2 = 4

				<ul style="list-style-type: none"> commencement of the event. This form will seek confirmation that the worker, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the worker is not self-isolating or awaiting the results of a COVID-19 test While it is the responsibility of all to ensure Covid-19 protocols are adhered to at all times there will be a compliance team designated in accordance with public health regulations of the time Clearly visible and accessible hand sanitizing stations. Use of digital Covid certs in Bier Keller 		
				<ul style="list-style-type: none"> Ensure, insofar as is possible, that proper hand hygiene, respiratory etiquette and physical distancing is being practiced throughout the garden Provision of adequate number of hand sanitizing facilities are in place to accommodate staff & patrons Ensure that the bar have adequate hand sanitizing facilities for their staff and, where appropriate, for customers 	<p>Staff Site manager</p>	2 x 2 = 4

				<ul style="list-style-type: none"> • Bar will operate within the regulations for indoor hospitality of the time • Ensure that all staff are aware of the signs and symptoms of the virus, and monitor their own wellbeing for symptoms and self-isolate and contact their GP for further advice if they display any signs or symptoms - report to managers immediately if any symptoms develop during the shift • Staff must ensure that work surfaces are regularly cleaned and that all areas where patrons have physical contact (High touch points) are regularly disinfected • Provision & regular emptying of adequate waste facilities for the disposal of hand-sanitising wipes and tissues at hand sanitizing station • Provision of adequate PPE (gloves & masks) for all staff to ensure that they can carry out their duties safely & provision of suitable waste facilities to ensure disposal of PPE safely • Provision of adequate appropriate cleaning materials by management in 	
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				order to allow staff to carry out their duties safely		
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Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Staff and patrons	Congestion - Risk of virus transmission through contact or via coughs and sneezes	Staff and patrons	3 x 3 = 9	<ul style="list-style-type: none"> Clear signage at the entrances/exits to indicate the flow of people within and staff on hand to oversee flow and answer any public queries Barriers/queueing systems in place to clearly delineate all aisles and public areas Markers in place to indicate what the social distancing regulations of the time looks like allowing for easier patron compliance Use of digital Covid certs in Bier Keller 	Site Manager Staff	2 x 2 = 4

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Designated first aiders, staff and patrons	Inability to maintain 2m social distancing during administration of First Aid	Designated first aider on duty	3 x 3 = 9	<ul style="list-style-type: none"> First aiders to be regularly provided with updated protocols on infection prevention and control principles including performance of hand hygiene and appropriate use of personal protective equipment when delivering first aid – this is both the responsibility of the site manager and the first aider First Aider on duty to administer first aid 'from a distance' where possible, and instruct the patient, if coherent to self administer first aid First aiders to practice good hand hygiene and use gloves, eye protection, apron and a mask to cut down on possibility of transmission If resuscitation is required first aider to use all appropriate PPE apply chest compressions only and not mouth to mouth All PPE used in the application of first aid must be suitably disposed of after Ensure person requiring treatment uses a mask and employs good respiratory and cough etiquette if possible. 	Designated first aider on duty Producer Site manager	2 x 2 = 4

	<p>Risk of virus transmission through contact with patron who shows symptoms while on site</p>			<ul style="list-style-type: none"> • If a patron begins to exhibit symptoms while on site they will be brought to a designated private area where they can be isolated, away from other employees and the public, ensuring everyone keeps at least 2 metres* away from the symptomatic individual at all times. • Provide the individual showing symptoms with a mask. • All PPE/tissues used by the symptomatic individual must be disposed off in a covered bin • Medical advice will be sought and followed • Inform the HSE of any suspected or confirmed cases. • Keep records of who the affected person has contacted to help contact tracing if it is a confirmed case of COVID-19. 		
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Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Staff & Patrons	Transmission due to Interaction between staff and patrons	Staff and Patrons	3 x 3 = 9	<ul style="list-style-type: none"> • All staff must adhere to physical distancing protocols when assisting patrons & avoid making close contact with people, • In settings where social distancing separation cannot be ensured alternative protective measures will be put in place - like physical barriers such as clear plastic sneeze guards between workers & placement of work stations back to back • Staff should minimise direct contact and producers will provide hand washing facilities close by such as hand sanitisers, wipes, etc. so that the patrons and workers can perform hand hygiene as soon as the work is complete • Staff who are having regular contact with patrons throughout the evening, e.g. providing table service, will be provided with face masks to minimise the risk of infection for staff and patrons • All staff will follow hygiene protocols on site and Increase cleaning and disinfection of all surfaces, portaloos and equipment in particular touch points. 	Traders, Staff,	2 x 2 = 4

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Staff and patrons	Possible exposure to COVID-19 through handling of products, particularly drink and due to interaction with the facilities in place within the garden	Staff and patrons	3 x 3 = 9	<ul style="list-style-type: none"> Bar facilities on site will adhere to the public health regulations of the time. Use of digital Covid certs in Bier Keller The bar will operate a cashless system, contactless if possible and the card machines will be cleaned after use by patrons. Hand sanitiser must be provided for staff at the bar area. Provision of separate hand sanitiser for customer use is recommended Gloves must be used by bar workers but must be changed frequently and hands must be washed between glove changes and when gloves are removed. All infrastructure on site (Like sanitizing stations) to be sanitized/cleaned on a regular basis All staff to ensure that they sanitise and disinfect their areas regularly, paying particular attention to all 'High contact' areas 	Traders, Staff,	2 x 2 = 4

SECTION 2 – GENERAL RISK ASSESSMENT

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Injury	Members of the Public, Staff and Contractors	3 x 2 = 6	<ul style="list-style-type: none"> • Comprehensive safety management structure and safety management plan • Health and safety rules and regulations issues by Milestone Inventive • Installations checked and monitored by competent personnel and structural engineers • Management of visitors by adequate numbers of stewards, security and Gardai • Pre-event checks completed by all departments • Pre-event inspections and checks carried out by safety officer, event controller, Gardai and stewards 	Event Controller Stewards / Security	2 x 2 = 4

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Closure of public routes to pedestrian and vehicular access	Congestion and/or accident / injury	Members of the Public, Staff and Contractors	2 x 2 = 4	<ul style="list-style-type: none"> • Agreed traffic management in place • Stewards placed at critical junctions and routes • Pedestrian and vehicular movement monitored from event control • Appropriate signage and road markings • High visibility clothing worn by all stewards. 	Gardaí Event Controller Stewards	1 x 2 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Violence due to alcohol, malice, etc	Members of the Public, Staff and Contractors	2 x 2 = 4	<ul style="list-style-type: none"> To best of ability, ensure that personnel are not working in isolation Ensure staff have knowledge of communication structure security staff equipped with 2 way radios Request assistance at first signs of violence 	Gardaí Event Controller Stewards	2 x 1 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Overcrowding	2 x 2 = 4	Members of the Public, Staff and Contractors	<ul style="list-style-type: none"> Capacity of the area has been calculated. Occupancy load factors used are taken from the approved Code of Practice The exit widths are calculated. Ensuring agreed occupant capacities for areas are adhered to by strict stewarding control of the entrances Visual assessment of the area by experienced staff Stewards used to control / restrict access 	Event Controller Security / Stewards	1 x 2 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
General Provision	Members of the public, Staff, Crew and Contractors being exposed to Noise Levels generated during the event	Members of the public, Staff, contractors and visitors	3 x 3 = 9	<ul style="list-style-type: none"> It is not anticipated that noise levels will exceed normal working limits. All contractors will be required to show how they propose to manage noise exposure to their staff All hearing protection will be easy to use and instruction will be given if required 	Event Controller Site Manager Contractors Site Crew Contractors	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
	Flows obstructed by queues, gathering crowds etc.	Members of the Public, Staff and Contractors	2 x 2 = 4	<ul style="list-style-type: none"> The crowd movements will be monitored in areas of high density The PA System/ Loudhailler can be used to encourage patrons to move on 	Event Controller Site Manager Safety Officer	2 x 1 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site (visitors gaining access to unauthorised areas)	Falls, trips, abrasions, slips (wet surfaces), crushing injuries, struck by objects, injury through contact with live services	Members of the Public, Staff and Contractors	3 x 2 = 6	<ul style="list-style-type: none"> Contractors must be made aware of Milestone Inventive safety requirements Competent Security on site at all times to prevent persons accessing restricted areas All areas must be made secure as is reasonably practicable with manned control through assess points Gates and doors will be kept closed and where required locked Temporary electrical equipment will be routed through safe areas and / or covered with protective material All temporary electrical equipment will be PAT tested A contingency plan will be produced giving clear instructions in the event of an incident Management will ensure that operatives are properly briefed as to the contingency plan content 	Event Controller Site Manager Safety Officer	2 x 1 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Major Incident	Members of The Public	3 x 2 = 6	<ul style="list-style-type: none"> Contingency and evacuation plans are formulated with the Statutory Emergency Services and will be implemented by the event controller if required Line of communication with An Garda Síochana and other statutory agencies secured in advance of the event. Relevant contact numbers available to the Event Controller at all times 	Event Controller Site Manager Safety Officer	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	De- Rig	Members of The Public	3 x 2 = 6	<ul style="list-style-type: none"> No de-rigging should occur while members of the public are present. Certain areas will be closed off to the public during de-rig. De-rigging should only commence once the public have left the area De-rigging should not commence until approved by the event controller 	Event controller Site Manager Specialist Contractor	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Electrocution	Members of The Public	3 x 2 = 6	<ul style="list-style-type: none"> Electrical services are installed by qualified and competent electricians No power cable connections under terraplas (ground cover) PAT testing of portable equipment All electrical services will be correctly earthed All electrical services will be certified by a registered, insured competent contractor 	Site Manager Event Controller Specialist Contractor	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk	Control Measures	Responsible Person	Residual Risk Rating
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			(C x P = R)		
Site	Protracted duty, inclement or cold weather, stress, dehydration, etc	Stewards / Security	3 x 2 = 6	<ul style="list-style-type: none"> • Arrange regular breaks • Security company provides appropriate clothing for weather • Refreshments available 	Site Manager / Security Supervisor
					3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Faulty Equipment and untrained operatives	Members of The Public, Staff, Contractors	2 x 2 = 4	<ul style="list-style-type: none"> • Ensure that all plant and equipment has been inspected and tested and that it is in good working order with all warning beacons audible signals and lights working • Only trained and ticketed operatives to use plant and equipment 	Site manager contractors Site Crew	2 x 1 = 2

Site	Unstable Structure/ Structural failure/collapse	Members of Public, staff and contractors	3 x 2 = 6	<ul style="list-style-type: none"> • All temporary structures to be erected by competent insured contractors • All structures will be inspected and signed off by a competent experienced structural engineer, inspections will be carried out during the build periods • Scaffold hoardings to be constructed to meet crowd and wind loadings • any temporary scaffold platforms are designed and constructed to be fit for propose, by a qualified contractor and signed off by an engineer as above. • Wind speeds and forecasts to be monitored. 	Site Manager Event Controller Contractors Site Crew	2 x 1 = 1
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Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Electrical Failure	Members of the Public, Staff and Contractors	2 x 2 = 4	<ul style="list-style-type: none"> All electrical equipment will be sourced from a competent contractor & RECI certified. All maintenance schedules will be maintained All electrical circuits will be correctly earthed All electricians will be certified by an experienced competent electrician 		1 x 2 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Failure of Lighting	Members of the Public, Staff and Contractors	2 x 2 = 4	<ul style="list-style-type: none"> All lighting will be sourced from a competent contractor Site electrician to carry out any maintenance competent electrician available on call Emergency lighting provided as required 	Site Manager Event Controller Contractors Site Crew	2 x 1 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Emergency evacuation	Members of the Public, Staff and Contractors	2 x 2 = 4	<ul style="list-style-type: none"> All staff to be aware of their role in an emergency evacuation Exits sized to cater for a full evacuation in accordance with fire safety consultants calculations Egress routes to be kept clear at all times egress routes to be free of potential trip hazards, any doorways on exit routes to open in an outward direction (with the flow of people when travelling away from risk) All waste and rubbish to be collected on a regular basis, no waste to be stored at escape routes Site PA system to be used to direct evacuees from the venue 	Event Controller Site Manager Site Safety officer Stewards	1 x 2 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Injuries and near misses	Members of the Public, Staff and Contractors	2 x 2 = 4	<ul style="list-style-type: none"> • All accidents must be reported and logged • Incident log to be retained on site and in the event managers offices thereafter • all incidents and near misses to be reported to the Site Manager and Event Controller 	Event Controller Site Manager Site Safety officer Stewards	1 x 2 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Vehicle Movements	Occupants of vehicles, members of public staff and stewards	3 x 2 = 6	<ul style="list-style-type: none"> Where possible no vehicle movements will be allowed on event site during hours that site is open to the public where necessary activity, including the use of vehicles in areas where members of the public are present, must be carried out, the individual task will be assessed and appropriate control measures put in place to reduce the risk of injury the site speed limit is 5 kph Vehicles to use hazard lights and or warning beacons 	Site Crew Site Manager Site Safety officer Stewards	2 x 1 = 2

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Accidents, incidents, or ill health caused by tiredness	Members of the Public, Staff and Contractors	3 x 3 = 9	<ul style="list-style-type: none"> Staff will work hours and rostering will to be in accordance with the working time act 1997 Staff will be rostered to have sufficient overnight breaks 	Site Crew Site Manager Site Safety officer Stewards	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Accidents or injury caused by Glass	Members of the Public, Staff and Contractors	3 x 3 = 9	<ul style="list-style-type: none"> All drinks permitted in outdoors areas will be in plastic glasses 	Bar Manager Event Controller Stewards	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Site	Accidents or injury caused by falling or collapse of barriers	Members of the Public, Staff and Contractors	3 x 3 = 9	<ul style="list-style-type: none"> All barriers are hired from reputable suppliers and are assessed as fit for purpose before they are utilised All heras panels will be braced and tied down where appropriate. Scrim to be removed from heras in windy conditions All pedestrian barriers will be interlocked and weighted where appropriate. 	Event Controller Site Manager Stewards Contractors	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Food Vendors	Food related illness	Members of the Public, Staff and Contractors	3 x 3 = 9	<ul style="list-style-type: none"> All catering units meet the HSE requirements. Inspection by HSE officials and compliance with all recommendations All onsite facilities as per HSE requirements with regard to storage and refrigeration. Emergency medical personnel on hand in case of allergic reaction. 	Event Controller Safety Officer Stall holders Contractors	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Food Vendors	Injury due to Fire/ Collapse	Members of the Public, Staff and Contractors	3 x 3 = 9	<ul style="list-style-type: none"> All cooking units are separated apart as per specifications from the fire Officer Current certified fire extinguishers in all cooking units and bar areas. also at strategic points on site All structures certified by engineer 	Event Controller Safety Officer Stall holders Contractors	3 x 1 = 3

Subject Area	Hazards	To Whom	Primary Risk (C x P = R)	Control Measures	Responsible Person	Residual Risk Rating
Giant Wheel 30m	<p>Gondola Becoming Loose</p> <p>Passengers falling from Gondola due to standing while in operation</p> <p>Failure of Drive Wheel</p> <p>Failure of the wheel axle</p> <p>Structural failure resulting from operating the wheel in an out-of-true condition</p> <p>Attendants becoming caught in moving components</p> <p>No control over crowds entering device area while in motion</p>	Members of the Public, Staff and Contractors	3 x 3 = 9	<ul style="list-style-type: none"> All operators and attendants trained in loading and unloading passengers Use PA system to warn all persons when to get on and off the device Make sure that all passengers are secured before the device is set in motion Ensure that Gondola Gates are secured before the wheel is put into operation Control public and loading areas at all times Harnesses worn at all times while working at heights Operational Wind Loading 72 Km/h. Beyond this limitation it is recommended that gondolas, canopies & lighting be removed Monitor Ground for sinking outriggers – once Giant Wheel has settled lift outrigger and pack with solid sound packing timbers [do this for other sunken outriggers:] and then check for level 	<p>Wheel Operator</p> <p>Event Controller</p> <p>Safety Officer</p>	3 x 1 = 3