

Casement Park Redevelopment

Event Management Plan

Gaelic Athletic Association

April 2018



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1. Introduction

Overview

- 1.1. The Gaelic Athletic Association (GAA) has brought forward proposals to redevelop Casement Park Stadium in West Belfast. Atkins has been commissioned to provide transport and traffic advice to support the submission of a new planning application for this redevelopment.

Background

- 1.2. The GAA has decided to submit a planning application for the redevelopment of the stadium. In advance of the formal submission a number of supporting actions were undertaken:
- A comprehensive public consultation exercise has been undertaken to ensure members of the public have had the opportunity to provide input and commentary on the development proposals;
 - A stakeholder engagement process has been undertaken to understand the views of a wide range of organisations including Transport NI (**now DfI Roads**), Translink, Belfast City Council, Community and Residents Groups as well as commercial interests;
 - A detailed assessment has been carried out of transport and environmental impacts of the development; this has specifically been used to inform the design and capacity of the new stadium, leading to:
 - Development of a new stadium design with a spectator capacity of 34,186.

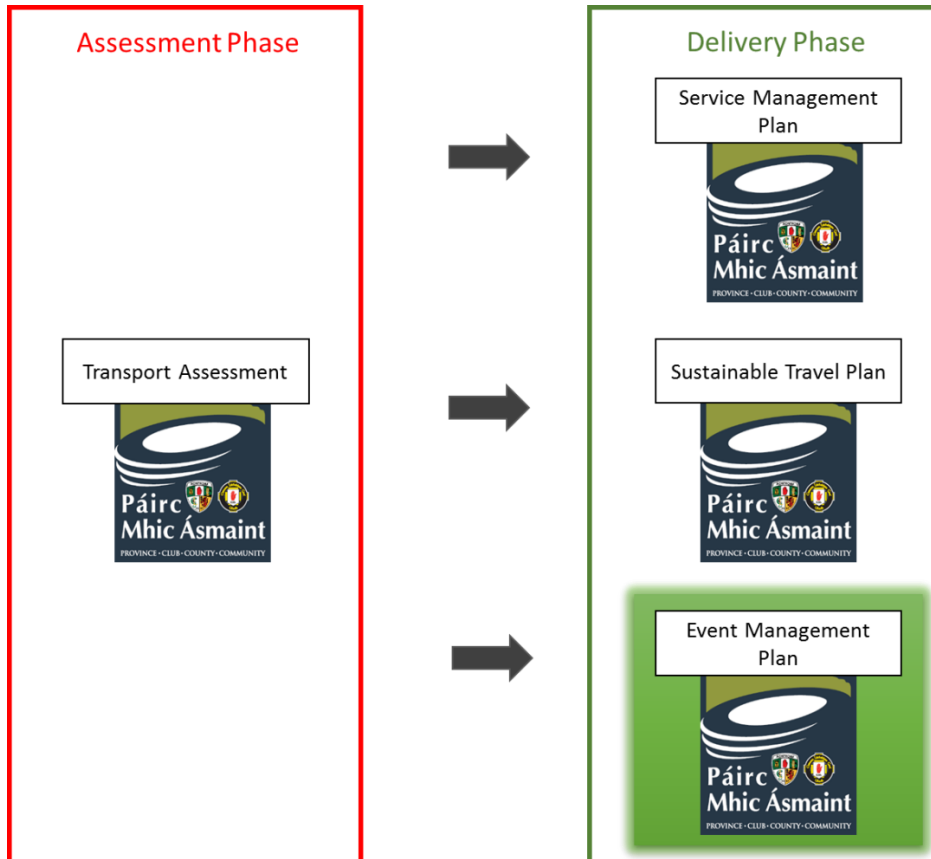
Development Proposals

- 1.3. The existing Casement Park Stadium is to be demolished to allow for the construction of the new facility which will accommodate 34,186 spectators, including 8175 standing (South Stand). The stands will include corporate facilities, bar/restaurant area, conference/community facilities, handball courts, and ancillary facilities comprising: medical and safety facilities, crowd control centre, event management suite and toilet facilities. Press facilities will also be included.
- 1.4. The stadium will include a standing terrace at the southern end and a variety of seating to include Premium, Corporate, VIP and Disabled
- 1.5. The changing rooms, warm up areas and associated facilities will include:
- 4 Changing rooms;
 - Warm up rooms;
 - Physio rooms;
 - Medical rooms;
 - Referee rooms;
 - Press conference area;
 - Player's lounge / VIP Area

Supporting Documents

- 1.6. Atkins has been commissioned to prepare a number of technical documents required to support the planning application and the associated Environmental Statement. Figure 1.1 summarises the required documents which consist of:
- A **Transport Assessment Report** – this reports identifies the traffic and transport impacts associated with activities at the Stadium and proposals for their mitigation;
 - A **Sustainable Travel Plan** – this report sets out the initiatives and activities required to encourage sustainable travel to the Stadium;
 - An **Event Management Plan** – this report sets out the arrangements required to manage transport and traffic movements for major events; and
 - A **Service Management Plan** – this report sets out how the stadium will be serviced in terms of goods and materials in and waste materials out.

Figure 1.1 Transport Supporting Documents



This Document

1.7. This document presents the **Event Management Plan (EMP)** for the Stadium. It sets out:

- The range of events that the Stadium is likely to accommodate;
- The actions required to ensure the satisfactory delivery of traffic and transport initiatives to facilitate travel to and from the stadium;
- The roles and responsibilities for those involved in undertaking these actions.

1.8. The GAA has extensive experience of running major events at venues such as Croke Park. Through a process of continuous improvement they have refined their management plans for events to maximise efficiency and minimise disruption. Whilst this document has focused on the travel and transport arrangements for events at Casement, before the stadium becomes operational, the GAA will develop a comprehensive operational plan to cover a range of issues including:

- Safety Plans;
- Control and Communications;
- Stadium Access Arrangements;
- Traffic Management;
- Resident Amenity;
- Evacuation Procedures; and
- Contingency Planning.

2. Transport Strategy

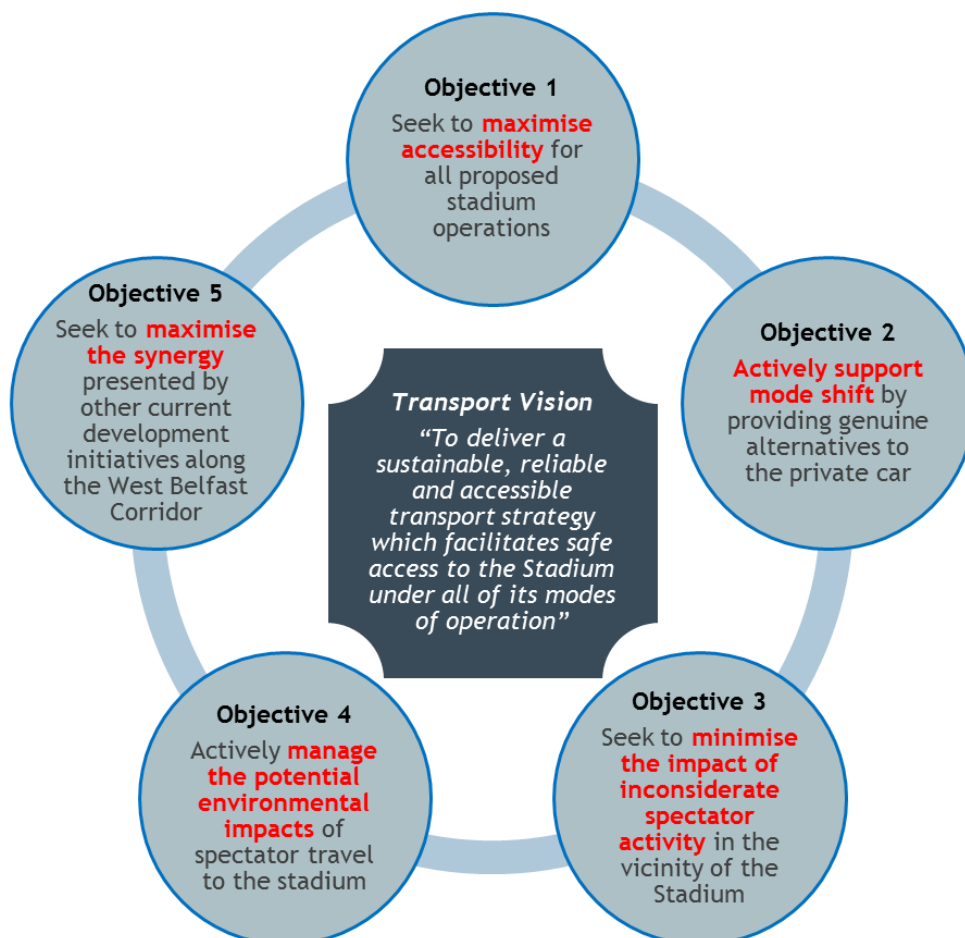
Overview

- 2.1. To support the redevelopment of the Casement Park Stadium, the GAA has developed proposals to address the transport requirements for spectators attending the new facility. These proposals represent a step change in the way that travel to the stadium is organised. Previous events at the existing stadium had little intervention from the GAA and spectators simply bought a ticket and made their way to the event by whichever means they chose.
- 2.2. For many this resulted in travel using their private car and parking on-street in the general vicinity of the stadium. There is some anecdotal evidence to suggest that this could on occasion result in localised traffic congestion and inconsiderate car parking. In response to concerns raised by some local residents, the GAA have taken a more pro-active approach to influencing spectator travel as part of this application and are proposing a series of initiatives to significantly mitigate the issues previously experienced.

Transport Objectives

- 2.3. A structured approach has been taken to developing an overall transport strategy which aligns with current transport policies and best practice. **Figure 2.1** presents a summary of the objectives defined to help guide the development of the strategy.

Figure 2.1 Transport Objectives



Transport Toolkit

- 2.4. In recognition of the range of events that will be held at the stadium a toolkit of travel options was developed that would provide a flexible structure which could accommodate the variation in spectator numbers that are likely to be experienced at the stadium. In particular, it was noted that for the most likely full capacity event – the Ulster Football Championship Final – the finalists could vary from year to year as would the travel routes for their spectators. The travel options therefore need to be flexible to allow for some significant variations from event to event and from year to year. **Figure 2.2** summarises the options developed.

Figure 2.2 Transport Toolkit



- 2.5. These transport options are summarised as follows:

- **GAA Supporter Coach Travel** – At present the GAA sell approximately 60% of match tickets through their network of clubs. This option builds upon this and incorporates coach travel to the Stadium from individual Clubs or ‘Hubs’ which may accommodate wider geographical catchment;
- **Department for Infrastructure Park & Ride Sites** – this option makes use of the network of Park and Ride sites currently used by commuters to reduce weekday congestion. These sites enable commuters to park their cars and continue their journey by getting a bus or sharing a car with a colleague or friend;
- **Dedicated Off-Site Park and Ride Sites** - the GAA have identified **locations for parking around the Belfast Harbour area** and Lisburn /Maze which can be utilised as Park & Ride options. **Potential locations** in the Lisburn/Maze Area are the Maze/Long Kesh site as well as **Down Royal Racecourse.**, Options **have been identified to provide flexibility and resilience;**
- **City Centre Transport Hub** – the GAA wish to encourage and support spectators to extend their stay in Belfast and to avail of other retail and visitor attractions. They have secured a number of car parking facilities in Belfast City Centre which will enable spectators to park their cars and travel to the stadium via public transport. **These car park locations are illustrated in Figure 6.2 of the Sustainable Travel Plan;**
- **Park & Walk at Boucher Playing Fields** – it is recognised that some spectators will still prefer to travel to Stadium and park their car within walking distance. Whilst this will not be actively encouraged by the GAA, to avoid spectators seeking to park on local streets, use of the hard standing area at Boucher Playing Fields as a car park will form one of the travel options;
- **Local Catchment Options** – Casement Park is situated on one of Belfast’s strongest public transport corridors, supporting bus and black taxi services and the soon to be introduced

Belfast Rapid Transit. These services together with walk and cycle options will reduce the need for spectators local to the stadium to travel to the site by private car.

3. Forecast Range of Events

Overview

- 3.1. This Event Management Plan has been developed to support the redevelopment of the Casement Park Stadium by defining the actions required to enable the facility to successfully deliver a range of events. Whilst the overall Stadium capacity is 34,578 (comprising 34,186 spectators, 192 seats for press and 200 for players), full capacity events are likely to be limited to a small number each year. It is therefore important that the Plan has sufficient flexibility to support the full range of events likely to be experienced. This section of the Plan provides a brief overview of the various events anticipated.

Frequency of Use

- 3.2. Table 3.1 sets out a high-level summary of the anticipated frequency of the various events proposed for the Casement Park Stadium.

Table 3.1 Frequency of Use Summary

Use	Frequency of Event	Anticipated Months	Anticipated Days	Anticipated Hours
Sporting Events				
County Training	12-24 sessions annually	All year round	Week nights	Starting at 8pm Finish at 10pm
Schools Matches	8-12 matches annually with an attendance range of 200-2500;	School Terms September to June	Week nights	Starting at 8pm Finish at 10pm
Club Matches	25 matches annually with attendances ranging from 50-3500	February to November	Week nights	Starting at 8pm Finish at 10pm
County Matches	15-20 matches annually with attendances ranging from 500-5000	January to September	Week nights (likely to mainly be on a Wednesday)	Starting at 8pm Finish at 10pm
All Ireland Qualifiers	2-5 matches annually with attendance range 3,000-15,000	June and July	Saturday Sunday	Starting at 7pm Starting at 2pm*
Ulster Championship Semi-finals;	2 matches annually with attendances typically around 20,000	June	Saturday Sunday	Starting at 7pm Starting at 2pm*
Ulster Championship Final	1 match annually with attendance normally 32,000-34,186.	July	Sunday	Starting at 2pm*
Major Non- Sporting Events				
Concerts	Up to a maximum 3 outdoor music events per year up to 34,186 in attendance	June/ July/ August	Friday Saturday Sunday	Doors open at 4pm, Warm up act begins at 7pm, Main act 8pm, Finish 11pm.

*Depending on TV Scheduling this may be moved one hour either side

- 3.3. **The Transport Assessment (April 2018) provides further information in relation to the frequency of smaller scale events associated with Schools, Clubs and County Matches. The TA confirms**

that these events make up the majority of sporting events (by number) to be held at the redeveloped Casement Park stadium

- 3.4. It should be noted that whilst Table 3.1 provides an overview of the type of events and activities anticipated at the Stadium, it is expected that this EMP will only be applicable at a small number of more significant events where spectator numbers are greater. However, should the Event Management Group (see paragraph 4.7) identify a need for some elements of the transport toolkit to be applied to lower attendance events, then the EMP can be applied flexibly to address those needs.

4. Role and Responsibilities

Overview

4.1. To ensure that this Event Management Plan is successfully implemented a clear management structure is required with defined roles and responsibilities agreed at the outset. This section of the Plan sets out the structure that is proposed for Casement Park and key roles.

Proposed Structure

4.2. Whilst the GAA, through the Ulster GAA and Antrim County Board will be responsible for the management of Casement Park Stadium, the successful delivery of events at the stadium will require a range of stakeholders, including members of the local community, who will provide essential inputs to the process of ensuring the sustainable and long term viability of the facility.

4.3. **Figure 4.1** presents an overview of the Event Management Group proposed for Casement Park. Representatives for the following organisations are expected:

- GAA through the appointment of a Travel Plan Co-ordinator;
- **DfI Roads** who are responsible for the management and operation of the road network;
- Translink who operate public transport services;
- Belfast City Council who can provide important guidance on the licencing for non-sporting events;
- Blue Light Services – PSNI, the NI Fire and Rescue and NI Ambulance Service;
- Traffic Management Company who will be employed by the GAA to manage the details of coning, signage etc;
- Local Community which may include local resident group representatives as well as selected community groups; and
- Local Businesses.

Figure 4.1 Event Management Group Structure



Roles and Responsibilities

- 4.4. The following sections **set out** the key roles for delivering this Event Management Plan. It should be noted that this Event Management Plan is a live document which will be subject to regular updates and revisions as required to ensure the successful delivery of events at Casement Park. As such some of the key roles and responsibilities may also need to be modified at a future point.

Travel Plan Coordinator

- 4.5. The Travel Plan Coordinator (TPC) is a key role in the successful delivery of events at Casement Park. The principal roles that the TPC will undertake relate to:

- The delivery of the Sustainable Travel Plan (see separate document) to encourage and facilitate access to the Stadium by means other than the private car; and
- Coordinating the activities and chairing the meetings of the Event Management Group to ensure the successful management of transport and traffic matters for major event days.

- 4.6. The TPC is a position that will be appointed directly by the GAA. There are a number of activities that will be led by the TPC in the delivery of the roles required of this position. Key activities are as follows:

- Liaison internally with the GAA at Ulster Council and Antrim County Board level to communicate and gather support regarding the delivery of sustainable staff, visitor and spectator travel to the Stadium;
- Liaison with the Stadium Manager to coordinate activities for all events held at the Stadium;
- Oversee procurement and regular communication with public and private transport operators to ensure forward planning for all events;
- Set up and coordinate regular meetings of the Event Management Group to ensure stakeholder engagement on all events at the Stadium;
- Ensuring regular communications with the Event Management Group to include issue of meeting minutes in a timely fashion and providing regular email communications to ensure early warning of key events;
- Undertake regular survey of Stadium users to understand mode share and travel patterns. This information will be used to review and refine the Event Management Plan and Sustainable Travel Plans on an annual basis to develop a programme of continuous improvement;
- Undertake regular consultation with the local community and business representatives to ensure that the GAA are fully apprised of issues and concerns and equally importantly to understand what works well in terms of travel and traffic arrangements; **and**
- **Monitor and report on other spectator related issues which may impact the local community. The timely gathering of litter and effective action against possible anti-social behaviour will be an important consideration particularly for local residents. The TPC will be required to deliver appropriate proposals as agreed with BCC to address these issues.**

Event Management Group

- 4.7. The successful delivery of events at Casement Park will require the involvement and expertise of a range of stakeholders as well as close coordination with the local community. The GAA appointed TPC will be required to convene this group and ensure they meet at regular intervals and are kept fully informed of all relevant issues. The make-up of this group may evolve over time but at this stage it is anticipated that it will consist of:

- **DfI Roads**, Department of Infrastructure – we would expect there to be at least one representative of **DfI Roads** to reflect the Department's wide ranging responsibilities on traffic and car parking matters. The individual undertaking this role will be required to undertake wider consultation within the Department to ensure all relevant disciplines are given a voice in this process;
- **Translink** - As the principal public transport operator in Northern Ireland, Translink's expertise in service operation and event transport will be invaluable in ensuring the successful delivery of major events. The GAA have identified Translink as an important delivery partner and their involvement in the Event Management Group will assist in the planning of events;
- **Belfast City Council** – have unrivalled knowledge with respect to the delivery of major events throughout the Belfast Council District. Their expertise in coordinating events will be invaluable in ensuring the successful delivery of events at Casement Park;
- **Emergency Services** – The emergency services, including the PSNI, the Ambulance Service and NI Fire and Rescue will also play an important role in providing input to the traffic arrangements for major events. Similarly, the events at Casement Park also have the potential to impact on the regular operations of the emergency services. The Event Management Group will provide a useful forum to facilitate regular dialogue;
- **Community** – The involvement of representatives from the local community either through community groups or resident organisations will be important to ensure the long term viability and sustainability of the Stadium. The GAA has undertaken a comprehensive public consultation exercise to support the Stadium design and planning application process. It will therefore be important to continue this dialogue through to the operation of the site and the Event Management Group will provide an excellent opportunity for this;
- **Local Businesses** – Many local businesses have engaged with the GAA during the consultation events during the planning stage. They have discussed matters such as traffic and parking arrangements and have expressed an interest in supporting events at the Stadium. It is important that they have some representation in the Event Management Group;
- **Traffic Management Contractors/ Survey Companies** – third party contractors may support Stadium events through provision of specialist traffic management services or spectator surveys/ interviews. It may therefore prove useful to include representatives from these organisations on occasion to provide their advice to the Group.

4.8. This Group will meet at regular intervals throughout the year with an agreed programme put in place by the TPC.

5. Event Management

Overview

- 5.1. As set out in section 3 of this document, there will be a range of sporting and non-sporting events throughout the year at the redeveloped Casement Park. This section sets out the various stages in the event management process and the associated activities which will be undertaken.

Event Management Process

- 5.2. The Event Management Process is divided into four stages:

- Stage 1 – Pre-Event Planning
- Stage 2 – Prior to Commencement of Event
- Stage 3 – During the Event
- Stage 4 – Post Event

- 5.3. The Travel Plan Coordinator is responsible for the organisation of all transport related matters and will assist the Stadium Manager in the delivery of the overall detailed Event Management Plan.

Stage 1 – Pre-Event Planning

- 5.4. The successful delivery of an event is dependent upon adequate pre-planning and it is essential that sufficient time is allowed for this. The fundamental component of the pre-planning of events at Casement Park will be the preparation of the detailed Event Management Plan for each specific event.

- 5.5. The detailed Event Management Plan will include the following information (where appropriate) as a minimum:

- Site Layout Plan
- Crowd Management Plan
- Means of escape provisions
- Stewarding details
- Special effects including information on the use of lasers
- Details of temporary structures
- Electrical systems being installed and testing arrangements
- First-aid provisions
- Sanitary accommodation, including provisions for disabled people
- Traffic/ Transport Management arrangements (see paragraph 5.7)
- Ticket sales for the event and details of outlets where they are being sold
- Noise Management Plan
- Details of fire-fighting equipment
- Waste disposal provisions
- General information, such as provision, access for the Emergency Services and site telephone number and event organisers lead contact numbers

- 5.6. A copy of a generic Belfast City Council Event Management Plan is provided at Appendix A. This document, which is standard procedure for managing large events, would be used as a framework upon which to develop a bespoke Detailed Event Management Plan for Casement Park. It is noted that the Stadium will have a range of bespoke safety plans and procedures in place with the Emergency Services which are separate and more detailed than this Event Management Plan. **The Detailed Event Management Plan will take cognisance of these plans also.**

5.7. With reference to the Traffic/ Transport Management arrangements a specific plan will be prepared to accompany the Detailed Event Management Plan and will set out information on the following:

- Details on the use of the Traffic Information Control Centre by **DfI Roads** and PSNI
- Detailed Traffic Management Plans to include:
 - Locations to be coned off to restrict parking
 - Locations to be coned off to facilitate P&R shuttle bus services
 - Identification of which existing Motorway Gantry Variable Message Signs to be used
 - Locations of temporary Variable Message Signs
 - Local temporary wayfinding signage plan
- Supporter Coach/ DfI P&R access/ egress routes
- Supporter Coach/ DfI P&R drop off/ pick up points
- Supporter Coach/ DfI P&R layover locations
- Dedicated P&R shuttle bus routes
- Dedicated P&R shuttle bus drop off/ pick point
- Pedestrian access routes including wayfinding
- Pedestrian routes to the rail halts at Finaghy and Balmoral
- Private Taxi drop off/ pick up points
- Access Routes for the use of the Boucher Playing Fields P&R site

5.8. For illustration purposes Figure 5.1 and Figure 5.2 shows the areas currently envisaged for specific treatment in terms of coning and other initiatives eg **Coach drop-off on Kennedy Way**. **Discussions have taken place with the PSNI and a specialist Traffic Management contractor to progress and refine these proposals. These plans will be agreed with stakeholders and finalised in advance of any major events occurring at the stadium or any other events where the Event Management Group consider such measures would be required / appropriate.**

5.9. These areas include:

- Supporter Coach Drop off/ Pick up points at:
 - St Teresa's PS, Glen Road
 - St Genevieve's High School, Stewartstown Road
- **Maintenance of access routes for local residents to include:**
 - **Mooreland Park;**
 - **Mooreland Crescent;**
 - **Owenvarragh Park;**
 - **Stockmans lane**
- Supporter Coach Layover at:
 - Lamb Dhearg
 - Woodlands Playing Fields
 - Blacks Road P&R
 - Monagh Bypass (Coned off one lane of the carriageway)
- DfI P&R Coaches Drop off/ Pick Up at Blackstaff Road
- Dedicated P&R Shuttle Coach Drop off/ Pick up at:
 - Kennedy Way Upper:- Coned off one lane (both sides) of the carriageway at (before and after match)
 - Kennedy Way Lower:- Coned off one lane of the carriageway at (southbound only after match)
- City Centre P&R Shuttle BRT along Falls Road/ Andersonstown Road
- Rail Halts
 - Finaghy
 - Balmoral
- Boucher Playing Fields as a Park & Walk facility
- Pedestrian access routes at;
 - Stewartstown Road
 - Finaghy Road North
 - Balmoral Avenue
 - Stockmans Lane

- Andersonstown Road
- Andersonstown residential area (route from St Teresa's)

5.10. See Appendix B for capacities of Coach Drop off/ Layover areas.

Figure 5.1 Traffic Management Arrangements (Sporting Events)

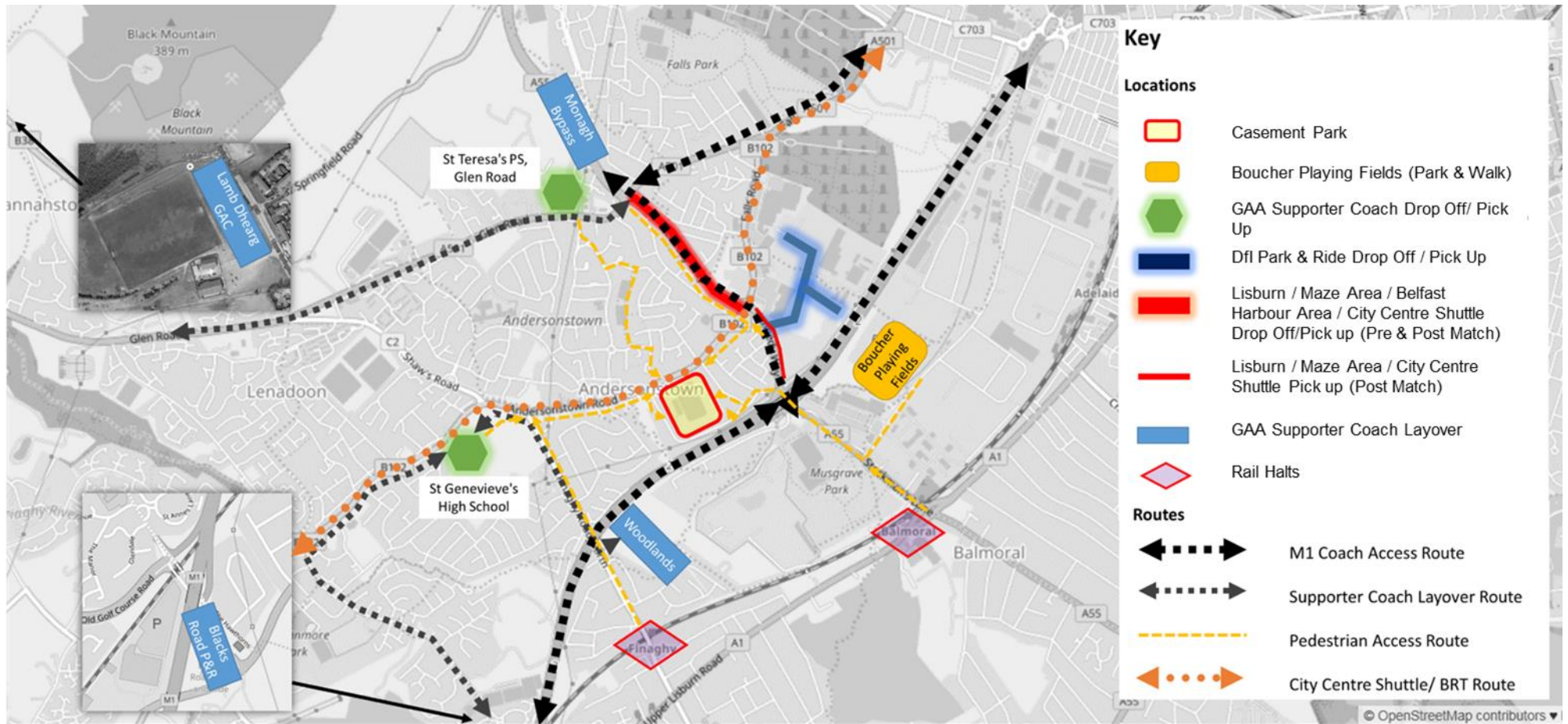
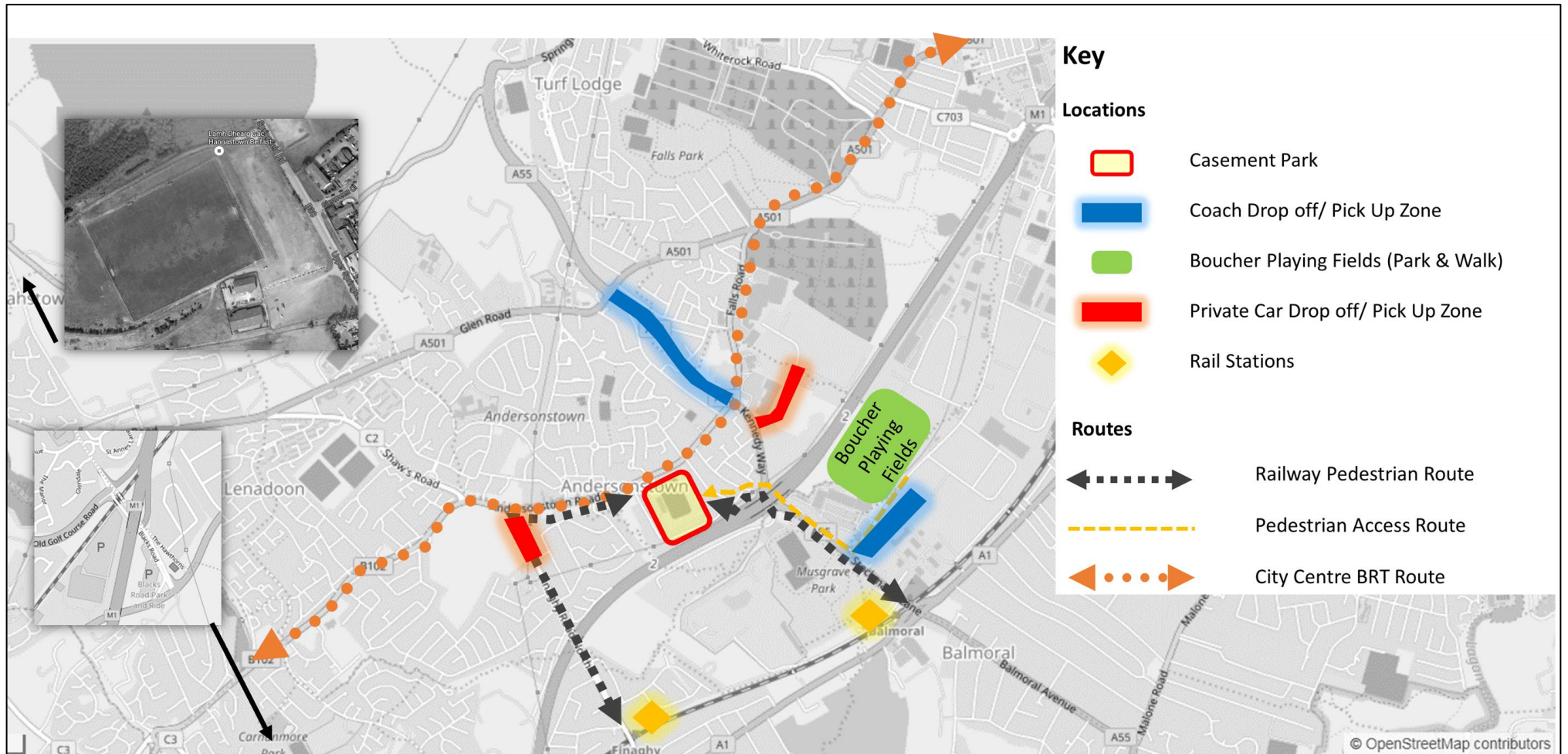


Figure 5.2 Traffic Management Arrangements (Concert Event)



Stage 2 – Prior to Commencement of Event

5.11. A number of activities will be required to be undertaken prior to the commencement of the event. These will include the implementation of the following strategies as developed by the Event Management Group:

- **Communications Strategy:** this will involve amongst other things providing clear spectator/visitor travel advice
- **Marketing & Promotion Strategy:** which will involve engagement with stakeholders to deliver specific initiatives as developed by the Event Management Group
- **Community Liaison Strategy:** which will consist of close collaboration with the local community and businesses to ensure that all parties are fully aware of the event details.

5.12. A Framework Communications Strategy has been prepared on behalf of the GAA by Aiken Public Relations. This framework, presented in Appendix C, identifies a number of initiatives and proposals for communicating with key stakeholders and the wider community. Whilst this framework provides some flavour for the initiatives to be employed these will be further developed in conjunction with the documents listed above.

Stage 3 – During the Event

5.13. The Travel Plan Coordinator will be the key contact point for all transport related matters whilst the event is taking place. This will primarily include:

Liaison with the Stewards

5.14. This is to ensure that:

- Spectators are arriving to the Stadium safely
- Spectators are being directed to their appropriate Stadium Entrances in line with their ticket allocation
- Spectators are not parking their cars in the local residential street network of:
 - Owenvarragh Park
 - Owenvarragh Gardens
 - Mooreland Park
 - Morreland Drive
 - Mooreland Crescent
 - Stockmans Lane
 - Stockmans Avenue
 - Stockmans Crescent
 - Stockmans Drive
- Spectators are being respectful of the local environment **including the local residential streets**
- Coach operators are being directed to the appropriate locations and that they are adhering to their designated access routes, drop off points and layover locations

Liaison with the PSNI:

5.15. This is to ensure that:

- On the surrounding road network, the Stewards are receiving sufficient support with regards to the activities listed under paragraph 5.14 above.
- The spectators are accessing and egressing the stadium safely. **This will be monitored from the Stadium Control Room.**
- Any potential traffic congestion on the surrounding road network is being managed in the most efficient way possible. **This will be monitored from the DfI Roads Traffic Information Control Centre.**

Spectator Travel Survey:

5.16. The Travel Plan Coordinator will manage the collection of a Spectator Travel Survey - example questions **that may be included in this document** are provided at Appendix A of the separate Sustainable Travel Plan.

- 5.17.** The Spectator Travel Survey will be used as an evidence base to understand how travel patterns to the stadium are evolving and will be a key component of the **regular reviews undertaken through** the Event Management Group. **This will also help in informing of lessons learnt which in turn may lead to changes and refinements to the Event Management Plan process.**

Stage 4 – Post Event

- 5.18. Once an event has finished, the following activities will be undertaken:
- **Liaison with Belfast City Council to coordinate a dedicated refuse collection of the local street network. It will be necessary to agree a programme of cleansing operations with BCC to ensure that any inconsiderate spectator activities are mitigated. This will apply to both sporting events and music concerts as appropriate**
 - Distribution, collection and analysis of a post event feedback form covering the local residential street network set out at paragraph 5.13. This will capture any issues noted on the day of the event and will help ascertain which elements of the Event Management Plan were particularly successful
 - The Event Management Group will come together after every major event to undertake a post event evaluation exercise which will include:
 - What worked well?
 - What did not work?
 - What are the areas that need improvement?
 - Agreement on tasks which need to be undertaken in the intervening period before the next major event is due to take place.

6. Traffic Management, Signage and Wayfinding

Introduction

- 6.1. The **Travel Planning Coordinator (TPC)** will work with the Event Management Group and other stakeholders to ensure all events at Casement Park are suitably planned in advance and in general accordance with this Event Management Plan.
- 6.2. As set out in the previous section major events in particular will require detailed operational planning to ensure that traffic is properly managed and the requisite parking controls are in place to support and protect the local community.
- 6.3. This section of the Plan assesses the key arrangements that we propose to be in place.

Traffic Management

- 6.4. As stated previously the transport for each event will be drawn from a toolkit of options as set out and assessed in the separate Transport Assessment Report. Depending on the options selected, complementary arrangements for traffic management and signage will be prepared and implemented, **eg if MLK or Down Royal are utilised as Park & Ride venues then appropriate signage will be employed to direct traffic accordingly**
- 6.5. The GAA will appoint a specialist contractor to provide any necessary support in this regard. Any operations undertaken by the appointed contractor will be subject to advanced planning with **DfI Roads** and formal approval by the Event Management Group. The GAA will be responsible for funding all operations undertaken by this contractor.
- 6.6. It should be noted that in some instances 'Police No Waiting' signs will be required to provide the necessary authority for particular measures to be put in place and to be fully enforceable. It is noted that these can only be put in place by the PSNI or the PSNI appointed Traffic Management Contractor. In such instances the GAA will be responsible for covering any costs arising from their use at Casement Park Stadium.

Signage and Wayfinding

- 6.7. Casement Park will facilitate a range of events in terms of their scale and geographical catchment of the spectators involved. Such events can range from Antrim Club Championship events to Ulster Championship events and possibly All Ireland qualifiers. The Stadium will therefore attract a wide range of spectators from those who live locally to those spread throughout the nine counties of Ulster, some of whom may never have visited the Stadium nor indeed Belfast. The provision of clear and appropriate signage for these events will be critical for their efficient operation and to ensure ease of access for all visitors.
- 6.8. The GAA will be responsible for all signage in the city and on the approaches to the city if required to support the events. This will include Variable Message Signs (VMS) as well as wayfinding signage for pedestrians. Initial discussions have taken place with **DfI Roads representatives** and it is understood that the existing VMS on the motorway approaches to Belfast will be available to support event management as long as there are no emergency or road safety events that will take precedent.
- 6.9. Additional temporary signage may be required to identify traffic routes and car parking accesses. As stated any additional requirements will be met by a third party contractor appointed (and funded) by the GAA. Pedestrian wayfinding will also be considered in advance to ensure spectators can negotiate the local road network in a safe and efficient manner when accessing the Stadium. **Mobile 'App' based technology will also be used to 'push' notifications and travel**

updates to spectators to ensure they are kept up to date with the latest traffic conditions and access routes. The App utilises currently available technology and will provide a valuable control mechanism by linking travel and ticket sales.

Event Stewards

6.10. It is anticipated that event stewards will be required to undertake a range of duties to support the activities of the Traffic Management Contractor and the PSNI. Approximately 300 stewards are expected to be drawn from local Gaelic clubs and the local community to ensure familiarity with the surrounding environment. They will undertake a range of tasks including:

- Maintaining access to local streets to minimise the potential for spectators to park in the streets adjacent to the Stadium. They will maintain access for local residents and ensure adequate road space for emergency services. Stewards will work closely with PSNI to control vehicular access to local streets during major events following a protocol that will be agreed in advance with residents;
- Support the traffic management proposals at key locations such as Kennedy Way and Finaghy Road North;
- Provide guidance to spectators and assist PSNI directing traffic in accordance with the agreed traffic management plan;
- Managing vehicular accesses into the Stadium to assist teams and officials;
- Managing and controlling any car parks used by spectators including at Boucher Road playing fields. They will ensure the safe and efficient use of the car parks and will remain in place throughout the duration of the events; and
- Finally it is anticipated that a number of Stewards will be available in the general environs of the Stadium to provide information and support to spectators visiting the Stadium to ensure they approach the Stadium from an appropriate direction.

6.11. These stewards will either utilise sustainable travel modes to access the stadium to take up their posts or alternatively will park at local GAA clubs and will travel to the stadium via minibus. They will receive suitable training to ensure they can satisfactorily execute their required duties and to ensure they meet all health and safety requirements. The general principles of their duties have been established through discussion with the PSNI.

Traffic Control

6.12. Discussions with DfI Roads and the PSNI have indicated that major events would benefit from traffic activity being monitored and controlled from the Traffic Information and Control Centre (TICC) in the Harbour Estate. This DfI Roads facility has a network of observation cameras and computer linked traffic signals enabling problems and incidents to be controlled remotely thus mitigating any resultant congestion.

6.13. The GAA will liaise with DfI Roads and the PSNI to ensure that the TICC is available for major events and that the camera coverage is sufficient to comprehensively cover the area of influence for the Stadium. Additional cameras may be required.

Emergency Services

6.14. Maintaining access to the local area for emergency services will be an important consideration for the Event Management Group. Likewise specific arrangements will be put in place to ensure access to the Stadium is maintained also. Significant discussion has taken place with the emergency services through the Safety Technical Group to ensure the blue light requirements can be accommodate within the event plans.

- 6.15. The Travel Plan Coordinator will liaise closely with the local community, particularly those residents living in close proximity to the stadium, to ensure that specific requirements such as medical or carer visits are facilitated and incorporated into event plans.
- 6.16. Access will be maintained via the Andersonstown Road and into the stadium via the carpark access and service accesses. Routes will be kept clear with Stewards working with emergency services in key residential areas and traffic routes. Initial discussions have been held with the PSNI to identify preliminary proposals for maintaining the necessary access routes. Likewise workshops have been held with all relevant stakeholders (including PSNI) to review safety measures and access routes for emergency services in the event of a major stadium evacuation.

Contingency Plans

- 6.17. The Emergency Services will have a Safety Plan in place setting out key procedures covering a range of scenarios for the safe operation of the Stadium and for dealing with incidents outside of the stadium during an event. The TPC will ensure that the Event Management Plan will have a number of contingency options in place to deal with unforeseen eventualities.
- 6.18. Any interruption to the operation of a transport node, any obstacle to the use of designated pedestrian routes, an unplanned disruptive event or an emergency situation, the TPC will take action to manage pedestrian and traffic flows via an alternative route. Communication and securing of these routes by:
- Radio link to traffic stewards;
 - Radio Link to Emergency Services;
 - VMS to inform public; and
 - Management of park and ride nodes and coaches.

First Aid

- 6.19. Casement Park will have a comprehensive medical plan in place for events held at the stadium. These include dedicated first aid treatment areas and, in the case of major events, the presence of ambulances within the stadium to ensure speedy transfer to hospital for those sick or injured who require such treatment.
- 6.20. For major events further medical cover will also be provided on-site through one of the volunteer first aid organisations. Three doctors will also be in place and the ambulance service will have a representative in the Stadium Control Room.

7. Summary

7.1. This document presents the Event Management Plan for the redeveloped Casement Park Stadium. The Plan sets out:

- The range of events that the Stadium is likely to accommodate;
- The actions required to ensure the satisfactory delivery of traffic and transport initiatives to facilitate travel to and from the stadium;
- The roles and responsibilities for those involved in undertaking these actions.

7.2. This EMP provides high level information with regards to:

- The Casement Park transport strategy
- The Casement Park transport objectives
- The transport toolkit of travel options
- Forecast range of events anticipated at the Stadium
- Identification the members of the Event Management Group
- The roles and responsibilities of the Event Management Group

7.3. It also defines a process for the specific stages of Event Management which are:

- Stage 1 – Pre-Event Planning
- Stage 2 – Prior to Commencement of Event
- Stage 3 – During the Event
- Stage 4 – Post Event

7.4. Further information is provided in terms of:

- Traffic Management
- Signage and Wayfinding
- Event Stewards
- Traffic Control
- Emergency Services
- Contingency Plans
- First Aid

7.5. **This EMP is** a live document and provides a framework **for** developing the detailed Event Management Plans for each of the specific events to held at the Casement Park Stadium. **These** will be prepared and ratified by the Event Management Group **who will continuously seek to refine and improve travel proposals for the stadium, reflecting lessons learnt through the travel plan monitoring process.** The GAA has extensive experience of preparing Event Management Plans for major events such as those held at Croke Park. This experience has enabled them to refine their plans in response to changing circumstances and issues to ensure events are run efficiently and with minimal disruption.

7.6. **Whilst this document has been prepared primarily to support larger scale events at Casement Park Stadium, the EMP may be used to identify specific measures from the transport toolkit to support smaller scale events- flexibility is therefore required in the application of the EMP.**

Appendices



Appendix A. BCC Framework EMP

XX ORGANISATION NAME HERE XX

Event Management Plan and Guidance Notes

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Event Location	
Event Date	
Completed by	
Document last updated	

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1. Introduction

The purpose of this document is to provide broad guidance notes for event organisers planning to hold an event within Wychavon. The document also provides sections that should be completed to help you develop a detailed EMP (Event Management Plan). It is recommended that you save a new version of the document and complete all sections in blue; after all sections have been addressed you will have an EMP for your event. Remember to delete all the guidance text once you have completed the template.

2. Event management

2.1. Pre Planning

The success of any event is always dependant upon adequate pre planning and it is essential that you allow enough lead-time to ensure that your event is a success. By addressing the why, what, where, when and who early in your planning process, it will help you to make informed decisions during the event planning process.

- **Why** – it really is worth asking this question at the very beginning, sometimes you may find that the answer is not immediately obvious. By addressing the why it will help your organising committee establish the core values of your event. Establishing the core values will help you design your event and develop the 'who' and therefore 'what' elements you should include as part of your event programme.
- **What** – you need to decide what it is that you will present at your event. Your core values will provide direction here. Knowing who your target audience is will help you identify what elements should be at your event. Try to put yourself in the shoes of someone from your target audience, what are there interests, what will attract and excite them at your event.
- **Where** – some things that should be considered when deciding on your event venue include: site area, access, community impact, transport, car parking, ground conditions and existing facilities such as toilets. It is also worth considering your venue in terms of your target audience, is the location accessible to your main target audience?
- **When** – consider your event date in terms of some of the following: other events, day of the week, do your opening times suit your audience and the likely weather conditions at that time of the year.
- **Who** – this is one of the most important points to consider in your pre planning process. Identifying the 'who' will come from your 'why' and the identification of the core values. Your 'who' may also mean you need to give special consideration for facilities such as young children, teenagers, the elderly or disabled.

2.2. Event overview

Provide a paragraph(s) here that provides an executive summary of the event.

--

2.3. Key event management contacts

Populate the following table with the names, roles, responsibilities and contact details of the key people involved in organising your event.

Any event should always have one person who is ultimately responsible for all aspects of the event. Depending on the nature and scale of the event a number of other people will have key tasks and responsibilities allocated to them, but will report to the event manager.

Name	Role	Responsibility	Contact (Mbl Pref) & radio channel if radio allocated

2.4. Key event contacts – other

Populate the below table with all the other key contacts for your event.

You as the event organiser should start collating the details of all people that will have some involvement with your event. This could be event suppliers, stallholders, emergency contacts, council contacts etc. While it is not necessary that we (council events team) have this list it is important that you create comprehensive list. This helps with your event planning and event management on the day. There is nothing worse than the main stage act not showing up on time and you don't know how to contact them!

Suppliers (marquees, catering etc)				
Organisation	Contact	Service	Contact details	Notes
Authorities (fire, police, first aid etc)				
Organisation	Contact	Service	Contact details	Notes
Artists / Entertainment				
Organisation	Contact	Service	Contact details	Notes

2.5. Staffing

Over and above the key event management contacts you have documented under section 2.3 please list here the other staff that will be required to deliver your event.

It is important that you think carefully about your event and the level of staffing that will be required. It is easy to underestimate how many staff will be required to plan and successfully run your event. Following an event design process and completing a risk assessment will help to ensure that you allocate adequate staff to the event, thus ensuring it is effectively managed and is safe for the public and your staff.

2.6. Organisational matrix

Create a simple organisational matrix below.

For smaller and community based events an organisational matrix should still be developed. It helps everyone understand the management structure and who is responsible for what. It is also an essential element in your emergency response planning. If an incident occurs it is crucial that your staff, the public or emergency services know the chain of command. The below example is a very simple structure, you should highlight the levels of command and the protocols for communication up and down the hierarchy.

Police / Emergency services				
		Event manager		
Security manager	Safety manager	Production manager	Artist manager	Volunteer manager
Security staff		Production staff	Stage manager	Volunteers
Stewards		Crew	Stage crew	

2.7. Programme & production schedule

Please populate the below production schedules.

It's important that you produce and document an event day programme; this not only helps your event management on the day but also allows you to promote your programme to your audience prior and during the event.

A production schedule is also an essential element in successful event management, it ensures tasks are done on time and not forgotten, with so much to think about it is easy to forget things if you don't document each and every task. Regardless of the scale of the event you should document what needs to be done prior, during and after the event to ensure all tasks are carried out in a timely manner. A simple production schedule that can be used is provided below with an example in each.

Production Schedule XXXXXX event – prior to event day							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
20/06/2009	Pick-up event signage from sign writer	10am	12 noon	Van + Bill & Ben	Take cheque for payment	X Van booked	
Production Schedule XXXXXX event – event day							
Task	Start	Finish	Resources/ who	Notes	In Hand	Complete	
Stall holders arrive on site	7am	9am	Stalls coordinator - Sam	All vehicles off site by 9.30 and no further vehicle movements	X stalls coordinator briefed		
Production Schedule XXXXXX event – post event							
Date	Task	Start	Finish	Resources/ who	Notes	In Hand	Complete
25/06/2009	Return generator	9am	10am	Van + Tom	Make sure cables go back	X	

2.8. Run sheet

You can use the below table as a template to develop a run sheet for your event.

A run sheet is a useful tool when your event has multiply activities occurring across the day at different locations within the event site. For example you may have a stage, arena area and walkabout entertainment. Therefore it's important you programme all the activities in a sensible and logical manner to make the event flow for your audience. For example you could programme an arena act to start shortly after a stage act has finished, this gives time for a stage changeover without a total absence of entertainment to keep your audience entertained. Run sheets can be as detailed as seconds for a stage production, however for smaller outdoor events increments of between 5 and 15 minutes usually works well. The LBH events team can provide further assistance in regards to run sheets if required. An example of a basic run sheet is provided below.

Please note that often a separate stage run sheet should be developed that is in minute increments, this helps to ensure a professional and seamless stage programme is presented.

	Stage and arena programme event						
Times							

3. Health and safety

3.1. Your responsibility for health and safety at your event

The Health and Safety at Work Act 1974 <http://www.hse.gov.uk/legislation/hswa.htm> is the primary piece of legislation that covers health and safety at work. Even if you are a community organisation with no employees it is still your responsibility to ensure that your event and any contractors are operating legally and safely. To this, it is essential that you address the following headings to ensure that you have taken all steps that is reasonably practical to ensure your event is safe and complies with all health and safety law and guidelines.

3.2. Risk assessments and management

Please provide a copy of your completed risk assessment using the Wychavon District Council template.

Will be undertaken when all partners are fully engaged

You can also refer to the HSE (Health and Safety Executive) 5 Steps to Successful Risk Assessment <http://www.hse.gov.uk/risk/fivesteps.htm>

3.3. Risk assessments – other contractors

Please list here all other contractors associated with your event that you will need to collect copies of their risk assessments.

3.4. Security

Most events, although not all, will require some professional security. The main purpose of security and stewarding is crowd control and it will be your risk assessment that will identify what your security requirements will be. When assessing the security needs of your event give consideration to the following; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc.

[Document your security plan here.](#)

Security at events must be SIA (Security Industry Authority) registered. More information is available at <http://www.sia.homeoffice.gov.uk/Pages/home.aspx>

More information on security at outdoor events is available in the HSE Event Safety Guide Chapter 6 Crowd Management – Page 51

3.5. Stewarding

In addition to your own organisations staffing requirements you will also need to consider stewarding requirements.

[Document your stewarding plan here.](#)

Some key points to consider when developing your plan are:

- Your risk assessment will help you identify your requirements
- Stewards require training and briefings to ensure they are fully aware of their duties and responsibilities
- You must ensure that you develop a communications plan for all staff, including stewards as they need to understand how they can cascade information or report incidents during the event
- Give consideration to; venue location, date, operating times, target demographic, planned attendance numbers, fenced or open site etc

3.6. Emergency procedures

[Please document here what emergency procedures you will have in place for your event.](#)

Once again your risk assessment should help you document your procedures. Think about what you will do if a fire occurs, where on the site will you evacuate people? How will you communicate this instruction to your audience? Who will take responsibility for these decisions? What systems do you have in place to contact emergency services?

It is important that you document your procedures and communicate this with all your event staff, contractors and volunteers, as well as making the emergency services aware of your event. Emergency procedures will always include definitions, i.e. when does an incident become major and therefore the management of the incident is handed over to the police.

Further guidance can also be obtained from the HSE Event Safety Guide page 31 Chapter 4 – Major Incident Planning

3.7. *First aid / medical cover*

Please document here what first aid and or medical cover you will have at your event.
The HSE (Health and Safety Executive) Event Safety Guide provides a template that helps you establish your first aid, medical and ambulance requirements.

3.8. *Electricity*

If you are including electrical supply as part of your event please document the details here.
The electricity supply is a permanent supply installed specifically for events

Temporary electrical installations are subject to the same standards and regulations as permanent electrical installations and must comply with the general requirements of the Electricity at Work Regulations 1989. Any event that has electrical supply included must have a competent electrician sign-off the installation prior to the event starting. Further information on electrical installations for events in Hackney green spaces is available upon request or refer to the HSE website for detailed information on electrical safety
<http://www.hse.gov.uk/electricity/index.htm>

3.9. *Fire safety at your event*

You must address the area of fire safety for your event. As stated under 3.2 Risk Assessments and Management you need to include the risk of fire in your event risk assessment.

Please confirm here that you have addressed the fire risk in your event risk assessment. Also document how you have addressed the key areas of the fire risk assessment process highlighted below:

- Identify the fire hazards, i.e. sources of ignition, fuel and oxygen
- Identify people at risk within and surrounding your site and those at highest risk
- Evaluate the risk of a fire occurring and evaluate the risk to people should a fire occur
- Remove or reduce fire hazards and remove or reduce the risks to people
- Consider the following: detection and warning, fire fighting, escape routes, signs and notices, lighting, maintenance
- Recording significant findings and action taken
- Prepare and emergency plan
- Inform and instruct relevant people, provide training
- Keep assessment under review and revise where necessary

Useful resources for fire safety planning include:

<http://www.communities.gov.uk/publications/fire/firesafetyassessment>

Fire Safety Risk Assessment – open air events and venues (downloadable from above website)

Guide to Fire Precautions in Existing Places of Entertainment and Like Premises – Home

Office – Chapter 13 page 136 'Special Provisions for Temporary Structures and places of Entertainment which are under cover in otherwise open air situations'

3.10. *Fun fairs and inflatable play equipment*

If you plan to have bouncy castles, rides or a fun fair at your event you must carry out a number of checks and collect a range of documentation for their safe usage

Please include here any inflatable play equipment you intend to have at your event.

None will be used

Points you will need to address before approval is granted for any piece of inflatable play equipment are:

- Is the operator conforming to the PIPA Scheme?
- Have they carried out the daily checks on the equipment as required by EIS7
- When was the equipment last fully inspected?
- Will you get full instructions on its SAFE operation?
- Has the inflatable a PIPA tag?
- Do you have a copy of the current PIPA test certificate for this equipment
- If it is set it up with the blower unit at 1.2 metres distance will it still fit on my site?
- Is the equipment clearly marked as to its limitations of use (max. user height etc.)?
- Are you a member of a relevant association (AIMODS, NAIH or BIHA)?
(Check this against the relevant web site listing (See Participating Organisations))
- Do they have £5 million Public Liability Insurance?

Further guidance on the British Standards and law relating to inflatable play equipment is available on the PIPA Inflatable Play Inspection Scheme website

<http://www.pipa.org.uk/index.asp>

Please include here any rides or fun fairs you intend to have at your event.

Points you will need to address before approval is granted for any ride or fun fair are:

- Any stand-alone ride or rides that are part of a fun fair must be part of the ADIPS (Amusement Device Inspection Procedures Scheme) scheme
- The operator must provide you with a copy of their In Service Annual Inspection papers and copy of these must be provided to the Events Team
- The operator must also confirm in writing that that adhere and operate under the HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice

Further information is available on the HSE website in regards to the ADIPS scheme at

<http://www.hse.gov.uk/pubns/etis8.htm>

HSG175 Fairgrounds and Amusement Parks – Guidance on Safe Practice document may provide useful information

3.11. *Temporary demountable structures*

The use of temporary demountable structures at events is an area that is broad and complex. For a small event it may simply be some market stalls and a marquee. Larger events and festival may include stages, grandstands, lighting towers, gantries, site offices etc. Depending on the scale and types of structure, different authorities will be required to be involved in the approval process. If structures are planned to be in place for extended periods of time then planning permissions may be required. Larger temporary constructions would require independent engineers to sign-off structures before they can be used. So you can see that this is an area that requires careful consideration by the local authority prior to approval.

Please provide a detailed list of all temporary structures you plan to bring onto your event site. Include what procedures you will follow to ensure all structures are supplied by a competent contractor.

- All suppliers will need to supply you with a copy of their public liability and employee insurance certificates
- All suppliers will need to provide you with relevant risk assessments and method statements relating to the product they are supplying for your event
- Suppliers will provide a signed hand over inspection once the structure is completed to say that it is safe and ready for use
- You need to consider all other health and safety aspects relating to any temporary structure

3.12. *Animals at Events*

The Event Organiser shall furthermore at all times abide by the obligations and the duty of care imposed on him by the Animal Welfare Act 2006.

Please provide a detailed list of all animals you plan to bring onto your event site. Include copies of all relevant licences / registration documentations for each animal.

- Please refer to the Terms and Conditions section 6.13 for the information regarding animals at events

4. **Communications**

The importance of communications when planning and delivering an event is paramount. You need to consider three main areas of communication when developing your event.

1. Communicating with your planning team pre event to ensure all people are aware of all what is being proposed. It is also essential that you communicate your event plans to the residents and businesses in the surrounding area, the earlier the better.
2. Communications on the day of the event, ensuring that there is a clear communications plan in place and that all stakeholders are familiar with the plan. You also need to make sure that you have the practical tools to make the communication plan work on the day, this could include radios, mobile phones, runners (staff to run errands and messages) and a public address system.

3. Audience communication needs to be considered to make the visitor experience enjoyable and seamless. Elements here could include flyers, site plans, signage, public address system, stage schedules, MC's and information points.

4.1. Event communications – Surrounding residents

Document here how you are going to communicate your event plans to surrounding residents and businesses

Co-ordinated Countywide media campaign supplemented by local posters, letters to businesses

4.2. Event day communications - Audience

Document here what plans you have in place for communication with your audience on the day, take note of point 3 above.

Use of the PA system in Victoria Square

More information on event communication can be found in the HSE Event Safety Guide Chapter 5 Communication – page 42

4.3. Event day communications – Internal

Document here what plans you have in place for your event day communication for event staff and emergency services, both on site and off site.

Key points to consider when developing your plan are:

- Ensure that under 2.3 Key Event Management Contact you list phone contact details and radio channel details if radios are being used
- Ensure that via your organisation matrix (2.6) all people working on your event understand the chain of command and therefore who they will contact should they need to report an incident or cascade information
- Your communications plan needs to be developed taking into consider the organisational matrix and the emergency response plan

More information on event communication can be found in the HSE Event Safety Guide Chapter 5 Communication – page 42

5. Lost children

Please document here what your lost children's policy and procedures are.

You must ensure that you develop a lost children's policy and make all event staff and volunteers familiar with the procedures and policy. Some important points to consider when developing your policy are:

- Identify arrangements for the 'safe' care of children until such time that they can be reunited with their parent/s or guardian

- There should be a clearly advertised point for information on lost children
 - Lost children should never be left in the care of a sole adult, always ensure that there are at least two adults that have the appropriate CRB (Criminal Records Bureau) checks in place. More information on CRB can be found <http://www.crb.homeoffice.gov.uk/>
 - If a lost child is found and reported to one of the event staff a message should be communicated to all event staff as per the communication plan (radio, phone, in person to event control point) that a 'code word' at 'location'. Two staff should then remain with the child at this point for a period of 10 minutes to allow for a possible quick reunification.
 - If after 10 minutes there has been no reunification then the child should be taken to the designated lost children's point by two members of staff. If possible this point should be adjacent to your event control point or the first aid/medical area.
 - All incidents need be logged, ensuring all details are recorded.
 - The CRB checked staff should try to ascertain a description of the child's guardian, their name, mobile number if known and a description.
 - The child and the parent/s guardian should not be reunited until a match has been established. To this if a parent comes to the lost children's point claiming they have a lost child they must provide a signature and identification along with a description of their child, this could include age, clothing, hair colour, height etc.
 - If there is any reluctance from the child to go with the adult then you should inform the police.
 - Once a lost child incident has been resolved you must inform all staff that the 'code' has been resolved. Complete the report and log.
- Further information on lost children and general welfare of children at events is available from the [HSE Event Safety Guide – Chapter 22 page 144](#).

6. Licensing

6.1. Premises and Liquor Licensing

If your event is including any licensable activity please provide details here.

- Liquor Licensing

7. Insurance

You must also ensure that any contractors that you are engaging also hold public liability insurance and any other appropriate insurance, i.e. product liability, employee insurance.

Please confirm that you hold public liability insurance to the minimum value of £5 million and that a copy of the policy has been forwarded to the Events Team.

- You will also need to ensure that you hold copies of all contractors relevant insurance and that copies of such can be provided to the Events Team upon request

8. Provision of food

Document details here of any catering and or provision of food you plan to provide at your event. Please note that all details of any catering concessions should be listed under 2.4 Key Event Contacts

9. Site considerations

9.1. Site Plan

Please include a copy of you site plan within this document or as separate attachment.

A site plan must be submitted for each and every event. As this template has been designed to assist smaller event organisers we do not expect you to supply a site plan of a standard that we would anticipate from a larger professional event organiser, however the more accurate and detailed the plan the better. It will help you execute the site build and production elements of your event.

Your site plan should include the following:

Placement of all temporary structures	All other site infrastructure
Any fencing or barriers	Generator or power sources
Power supply runs (cables)	Entry and exit points
Emergency exits and assembly points	First aid points
Information point	Lost children's point
Vehicle entry points	Any event décor, i.e. flags, banners etc

Be aware that you may want to create two versions of a site plan, one that you would use at the site on the day to provide event participants with information and another version that is purely for your management team. Accurate site plans are very helpful when you are doing the site build as you are able to clearly direct people when they arrive on-site to their correct position. Site plans are also a useful tool in the event design process as you can plan how people will enter the site, how people will interact with the site and how people will move about the site.

**Please note the LBH Events Team can supply PDF files of all the major parks. These can be imported into MS Word and then the Drawing Tools in Word used to plug-in the elements of your event. Our GIS team upon request can also supply CAD files if required. Google Maps is also a tool that can be used to develop a site plan.

9.2. Toilets

You are required to provide adequate toilets facilities for you event attendees, staff and contractors.

Please outline here your planned toilet provisions for your event based on your expected numbers and gender split.

The HSE guidelines for toilets numbers are provided below. More information on Sanitary Facilities at your event can be found in the [HSE Event Safety Guide – Chapter 14 page 88](#). Be conscious that you will need to provide disabled facilities and separate sanitary facilities for caterers.

For events with a gate opening time of 6 hours or more		For events with a gate opening time of less than 6 hours duration	
Female	Male	Female	Male
1 toilet per 100 females	1 toilet per 500 males + 1 urinal per 150 males	1 toilet per 120 females	1 toilet per 600 males + 1 urinal per 175 males

9.3. *Vehicles on site*

Please outline here what you vehicle policy is for you event site.

Points to consider when developing your vehicles on site policy:

- As part of your emergency planning (and included on your site plan) you should have clearly marked emergency ingress and egress routes. Ideally this should be a sterile route however this may not always be possible and you therefore need a procedure in place for the safe ingress and egress of emergency vehicles.
- What vehicles will need to access the site for your event?
- What vehicles will need to remain onsite throughout your event and which will be off-site before the event opens?
- Are there any vehicles that will need to move on the site during your event? It is strongly recommended that you avoid the need for this, however if it is needed you should have a rigid procedure in place and ensure that all people involved in your event are fully briefed on the protocol.

9.4. *Traffic, transport and parking*

Many smaller community events will have limited impact on traffic and parking, however it is still important that you give this consideration when planning your event. Larger events can have significant impacts on local traffic and transport and will require extensive risk assessments and detailed plans dealing specifically with traffic and transport. It is important that through your risk assessment you consider traffic, transport and parking no matter what scale your event is.

Outline any traffic, transport or parking plans you have in place for your event.

Points to consider when developing your plans:

- How will your target audience travel to your event?
- Consider the various transport links around the event site, and how these can be promoted to your audience as a way to get to your event.
- Are you proposing any road closures?

10. Environmental considerations

It has never been more important for event organisers to put in place plans to minimise their environmental impact.

10.1. Recycling

It is essential that your event has a recycling plan in place and that it is carried out. For small community events this could be as simple as labelling some bins to encourage people to separate their waste into a range of categories and then making sure that these are taken to the council provided recycling bins located around the borough.

Larger events will need to demonstrate that they have a sound recycling strategy in place or are employing a professional recycling organisation to manage recycling on the day.

Document your recycling plans for your event here

Points for consideration:

- Make sure your concessions and food suppliers have appropriate policies and procedures in place in regards to providing biodegradable containers and systems for the disposal of dirty water, cooking oil etc
- Think through how you will encourage people to place the appropriate waste into the correct receptacle. Contaminated recyclable materials could mean that the materials need to be sent to landfill
- How will you keep the site clear of waste? Will this be the remit of stewards or volunteers?

10.2. Noise & Clean Neighbourhood and Environment Act (NI) 2011

Please document what elements of your event have the potential to cause noise nuisance and what plans you have in place to mitigate this.

Points to consider:

- Selection of location for your event
- Larger events that have a music stage should always employ a professional sound engineer
- Residents should be provided with a event day contact from your organisation that can be contacted on the day should they wish to raise a noise complaint
- Resident's Notification letter to be drafted and agreed with Belfast City Council Building Control Service

10.3. Surface protection, trees and other site or street furniture

If your event requires a large amount of equipment to come onto the site you may need to consider installing track way to protect the ground. The Terms and Conditions outline your obligations in relation to the sighting of equipment around site furniture or the base of trees.

Tree root compaction is a big issue and can cause the premature death of trees due to compaction of soil around roots, restricting their ability to absorb oxygen from the soil.

Please document here your plans for minimising damage to the ground and trees.

- Please refer to the Terms and Conditions section 6.3 for the information regarding sighting of equipment around trees

Appendix B. Coach Drop Off/ Pick Up and Layover areas

DO NOT SCALE

NOTES:

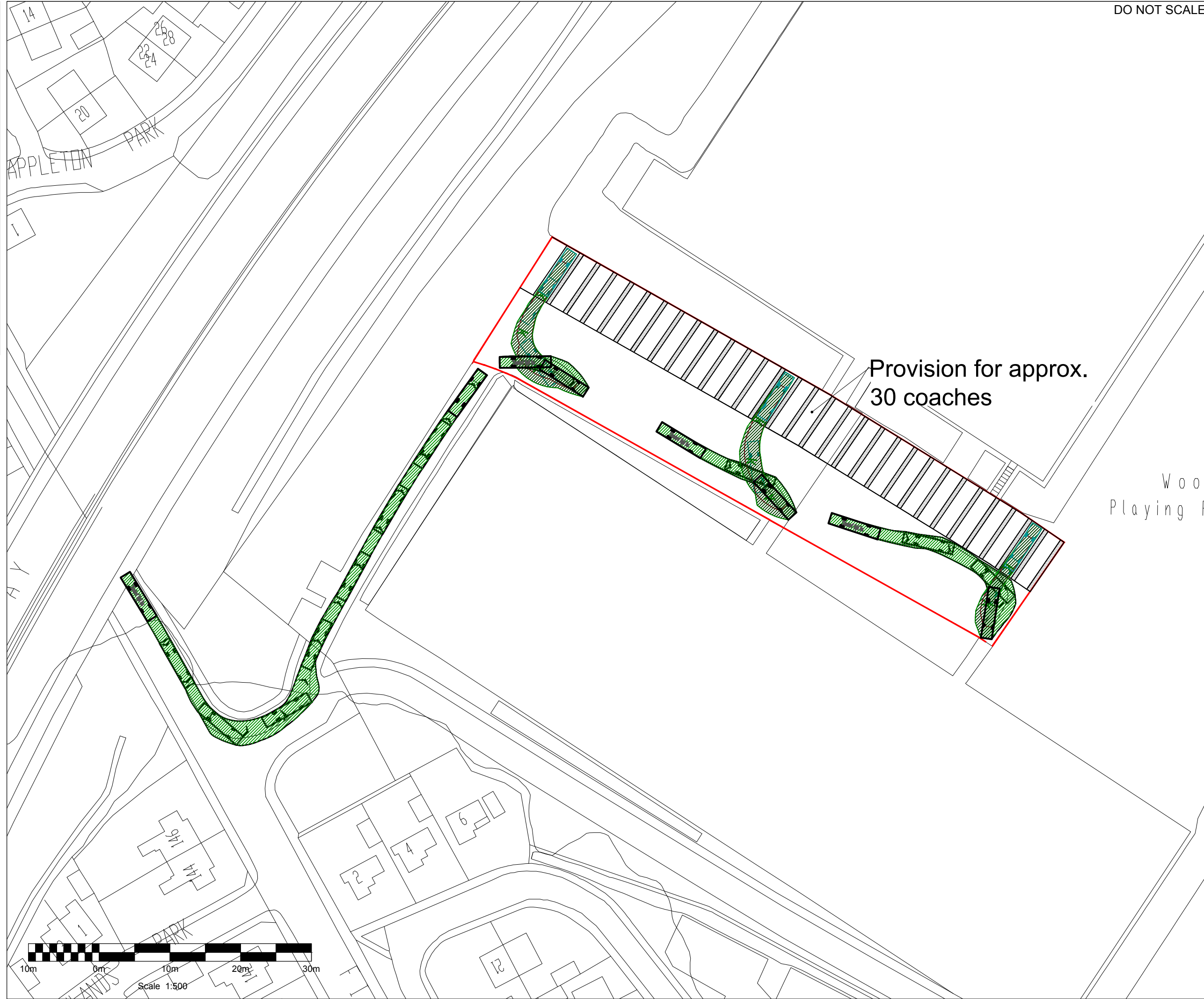
1. All dimensions are in metres unless stated otherwise.
2. All information detailed is to be treated as 'for discussion purposes only'.
3. The layout indicated has been tracked to facilitate the swept path of a 12m rigid bus.
4. Coach movements are to be managed by attendants to avoid pedestrian-vehicle and vehicle-vehicle conflict.

LEGEND:

- SITE BOUNDARY
- SAMPLE LAYOUT
- 1.0m strip

Provision for approx.
30 coaches

Millimetres
100
10
0



P01	4/7/16	ISSUED IN DRAFT - FOR DISCUSSION ONLY	DT	AO	DM
Rev.	Date	Description	By	Chkd	App'd

Drawing Status **FOR INFORMATION** Suitability **SO**

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Client **G.A.A**

Project Title **CASEMENT PARK**

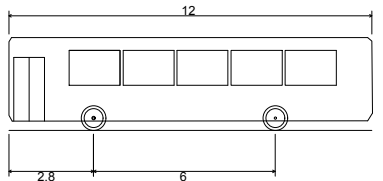
Drawing Title **WOODLANDS COACH PARK**

Scale	Designed	Drawn	Checked	Authorised
N.T.S.	AO	DT	AO	DM
Original Size	Date	Date	Date	Date
A3	07/04/16	07/04/16	07/04/16	07/04/16

Drawing Number **5139238-ATK-TP26-OS-M2-Z0008** Revision **P01**

100
Millimetres
10
0

DESIGN VEHICLE
NTS



'Standard' Rigid Bus

- Overall Length 12.000m
- Overall Width 2.550m
- Overall Body Height 3.069m
- Min Body Ground Clearance 0.309m
- Track Width 2.350m
- Lock to Lock Time 4.00s
- Wall to Wall Turning Radius 10.771m

DO NOT SCALE



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

CONSTRUCTION

MAINTENANCE/CLEANING

DECOMMISSIONING/DEMOLITION

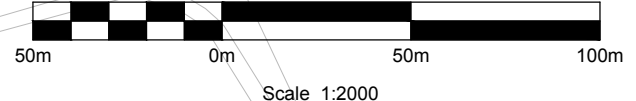
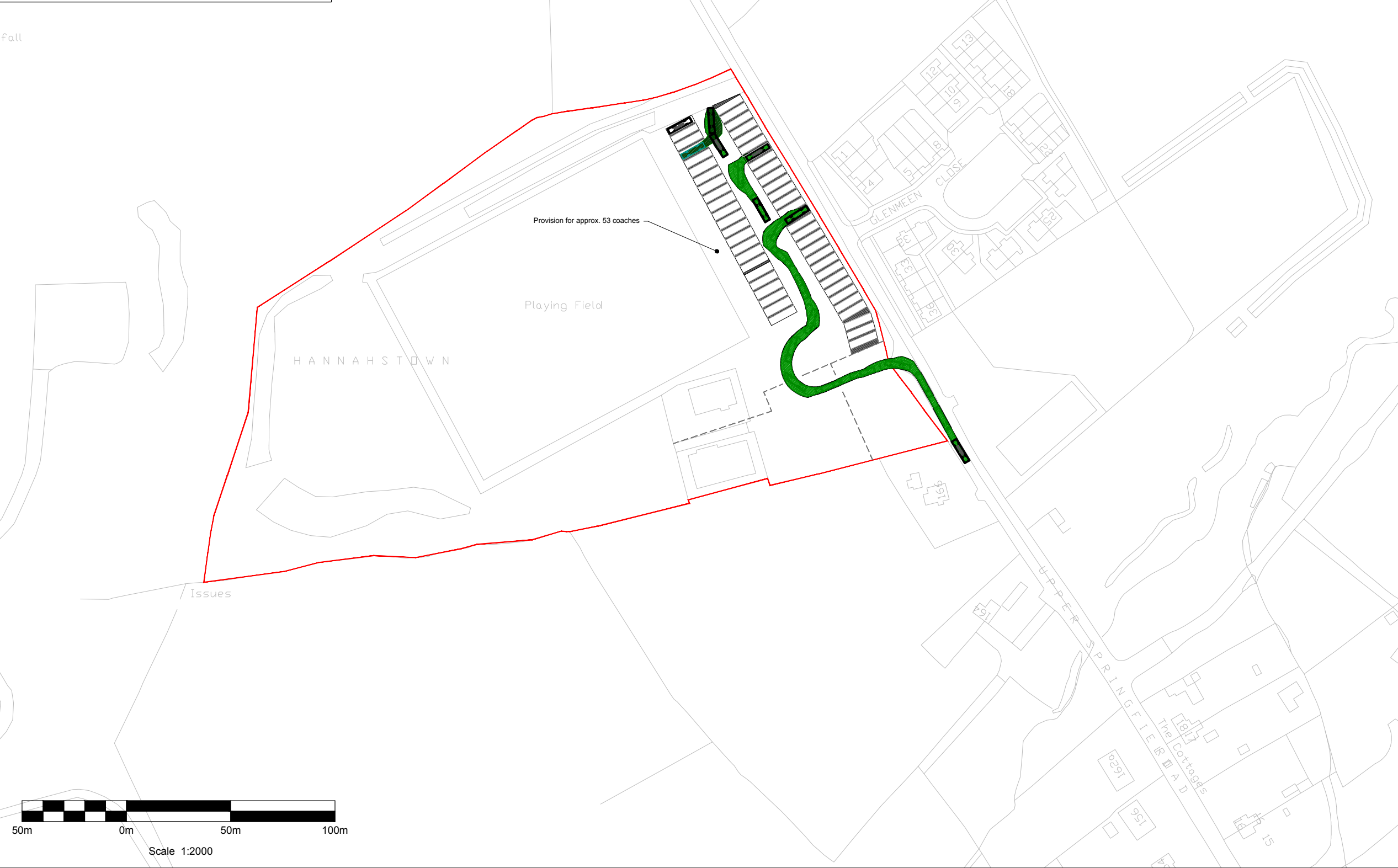
It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

NOTES:

1. All dimensions are in metres unless stated otherwise.
2. All information detailed is to be treated as 'for discussion purposes only'.
3. The layout indicated has been tracked to facilitate the swept path of a 12m rigid bus.
4. Coach movements are to be managed by attendants to avoid pedestrian-vehicle and vehicle-vehicle conflict.

LEGEND:

- SITE BOUNDARY
- - - INDICATIVE NEW SITE FENCE
- SAMPLE LAYOUT
- █ 1.0m strip



P01	06/09/2016	ISSUED IN DRAFT - FOR DISCUSSION ONLY	DT	DM	DM
Rev.	Date	Description	By	Chk'd	App'd

Drawing Status: **FOR INFORMATION** Suitability: **S0**

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Project Title: **CASEMENT PARK**

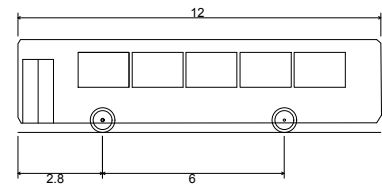
Drawing Title: **COACH PARKING FACILITIES
LAMH DHEARG CLG
HANNAHSTOWN**

Scale	Designed	Drawn	Checked	Authorised
1:2000	DT	DT	DM	DM
Original Size	Date	Date	Date	Date
A3	06/09/16	06/09/16	06/09/16	06/09/16

Drawing Number: **5139238-ATK-TP26-OS-M2-Z0009** Revision: **P01**

100
Millimetres

DESIGN VEHICLE
NTS



- 'Standard' Rigid Bus
- Overall Length 12.000m
- Overall Width 2.550m
- Overall Body Height 3.069m
- Min Body Ground Clearance 0.309m
- Track Width 2.350m
- Lock to Lock Time 4.00s
- Wall to Wall Turning Radius 10.771m

DO NOT SCALE



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

- CONSTRUCTION
- MAINTENANCE/CLEANING
- DECOMMISSIONING/DEMOLITION

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

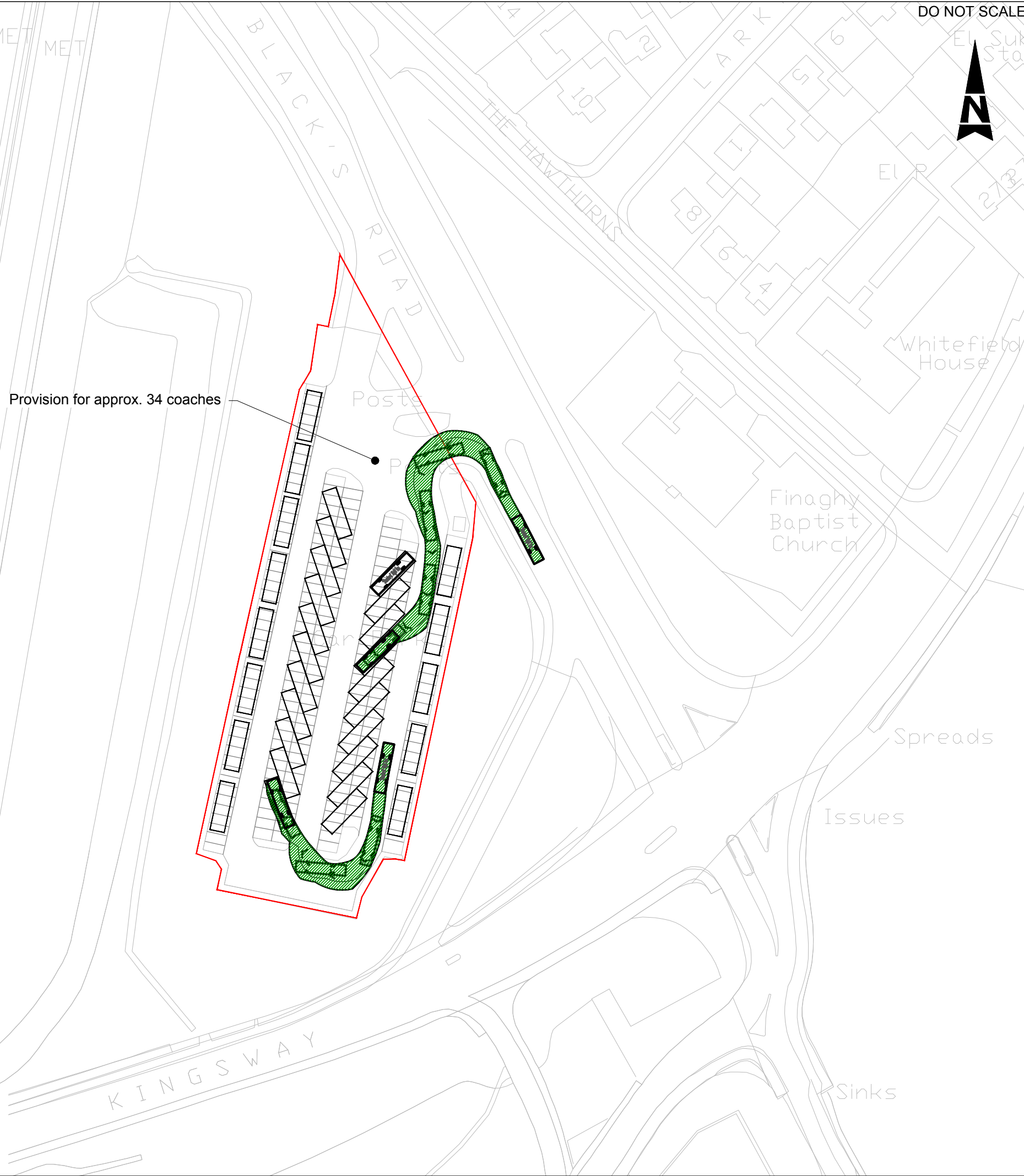
NOTES:

- All dimensions are in metres unless stated otherwise.
- All information detailed is to be treated as 'for discussion purposes only'.
- The layout indicated has been tracked to facilitate the swept path of a 12m rigid bus.
- Coach movements are to be managed by attendants to avoid pedestrian-vehicle and vehicle-vehicle conflict.

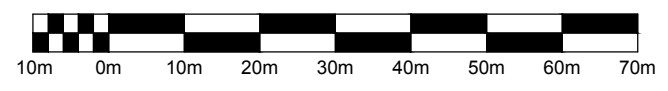
LEGEND:

- SITE BOUNDARY
- SAMPLE LAYOUT

10
0



Provision for approx. 34 coaches



Scale 1:1000

P01	06/09/2016	ISSUED IN DRAFT - FOR DISCUSSION ONLY	DT	DM	DM
Rev.	Date	Description	By	Chk'd	App'd

Drawing Status	Suitability
FOR INFORMATION	S0

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Client
G.A.A

Project Title
CASEMENT PARK

Drawing Title
**COACH PARKING FACILITIES
BLACK'S ROAD
PARK & RIDE**

Scale 1:1000	Designed DT	Drawn DT	Checked DM	Authorised DM
Original Size A3	Date 06/09/16	Date 06/09/16	Date 06/09/16	Date 06/09/16

Drawing Number 5139238-ATK-TP26-OS-M2-Z0010	Revision P01
---	------------------------

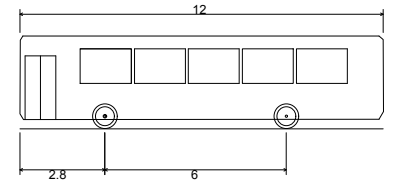
DO NOT SCALE

NOTES:

- 1. All dimensions are in metres unless stated otherwise.
- 2. All information detailed is to be treated as 'for discussion purposes only'.
- 3. The layout indicated has been tracked to facilitate the swept path of a 12m rigid bus.
- 4. Coach movements are to be managed by attendants to avoid pedestrian-vehicle and vehicle-vehicle conflict.

DESIGN VEHICLE:

NTS



'Standard' Rigid Bus

Overall Length	12.000m
Overall Width	2.550m
Overall Body Height	3.069m
Min Body Ground Clearance	0.309m
Track Width	2.350m
Lock to Lock Time	4.00s
Wall to Wall Turning Radius	10.771m

TOTAL COACHES: 14

P02	10-Feb-17	SWEPT PATHS UPDATED	DD	CM	DM
P01	28-Oct-16	ISSUED IN DRAFT - FOR DISCUSSION ONLY	DT	CM	DM
Rev.	Date	Description	By	Chk'd	App'd

FOR INFORMATION Sunability **S2**

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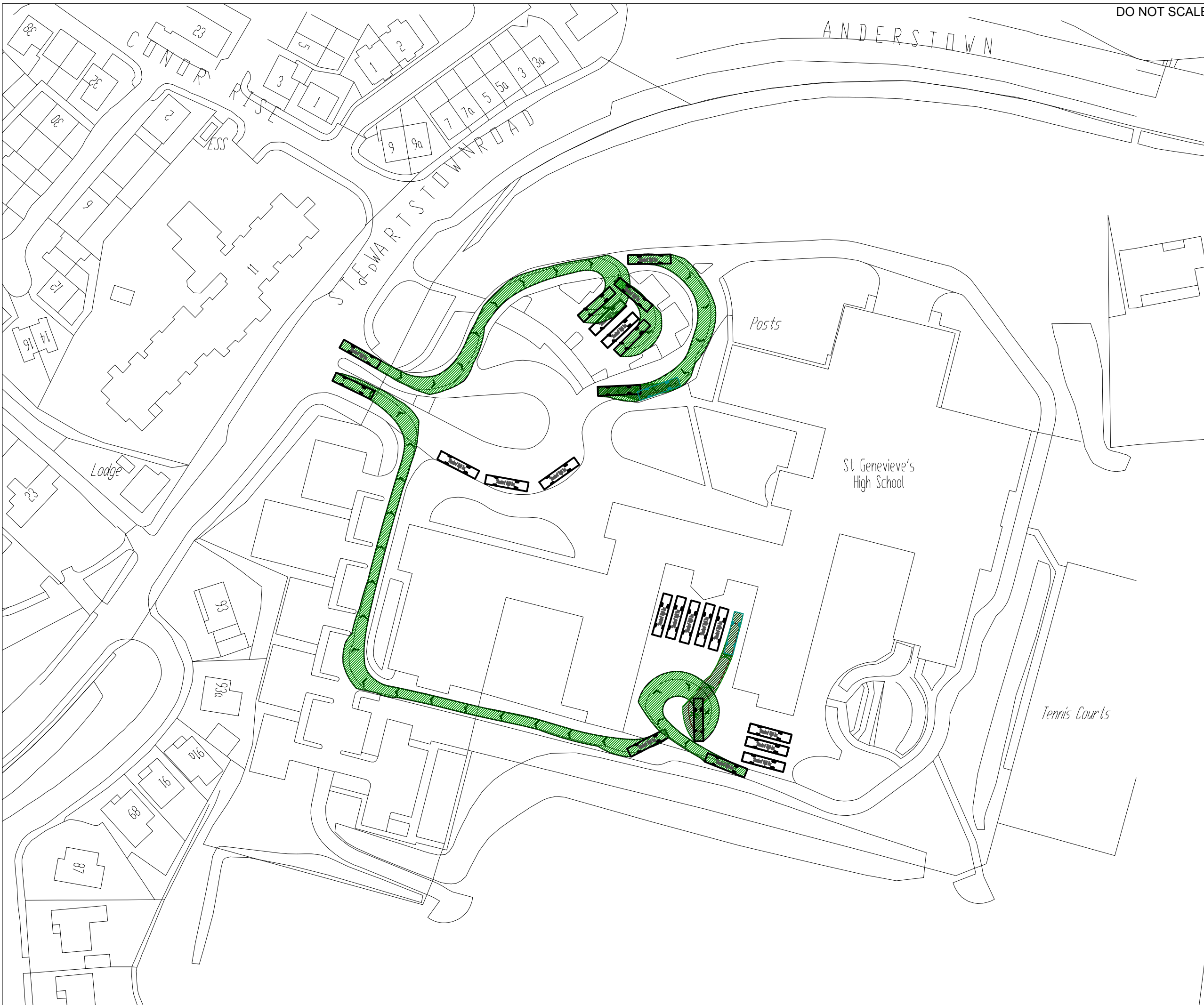
Client

G.A.A

Project Title
CASEMENT PARK

Drawing Title
**COACH PARKING FACILITIES
ST GENEVIEVE'S HIGH SCHOOL
STEWARTSTOWN ROAD**

Scale	Designed	Drawn	Checked	Authorised
1:1000	DT	DT	CM	DM
Original Size	Date	Date	Date	Date
A3	28/10/16	28/10/16	28/10/16	28/10/16
Drawing Number	Revision			
5139238-ATK-TP26-OS-M2-Z0013	P02			



100
Millimetres
10
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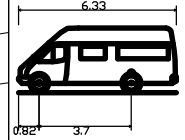
DO NOT SCALE

NOTES:

1. All dimensions are in metres unless stated otherwise.
2. All information detailed is to be treated as 'for discussion purposes only'.
3. The layout indicated has been tracked to facilitate the swept path of a 6.33m Minibus.
4. Minibus movements are to be managed by attendants to avoid pedestrian-vehicle and vehicle-vehicle conflict.

DESIGN VEHICLE:

NTS



Mini Bus	6.330m
Overall Length	2.192m
Overall Width	2.601m
Overall Body Height	0.374m
Min Body Ground Clearance	2.192m
Track Width	4.005
Lock-to-lock time	6.450m
Curb to Curb Turning Radius	

LEGEND:

- PROPOSED MINIBUS SPACE
- VEHICLE CHASSIS OUTLINE
- VEHICLE BODY OUTLINE

P01	5-Jan-17	ISSUED IN DRAFT - FOR DISCUSSION ONLY	DD	DM	DM
Rev.	Date	Description	By	Chkd	App'd

Drawing Status: **FOR INFORMATION** Sunability: **S2**

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Client: **G.A.A**

Project Title: **CASEMENT PARK**

Drawing Title: **MINIBUS PARKING FACILITIES
ST GENEVIEVE'S HIGH SCHOOL
STEWARTSTOWN ROAD**

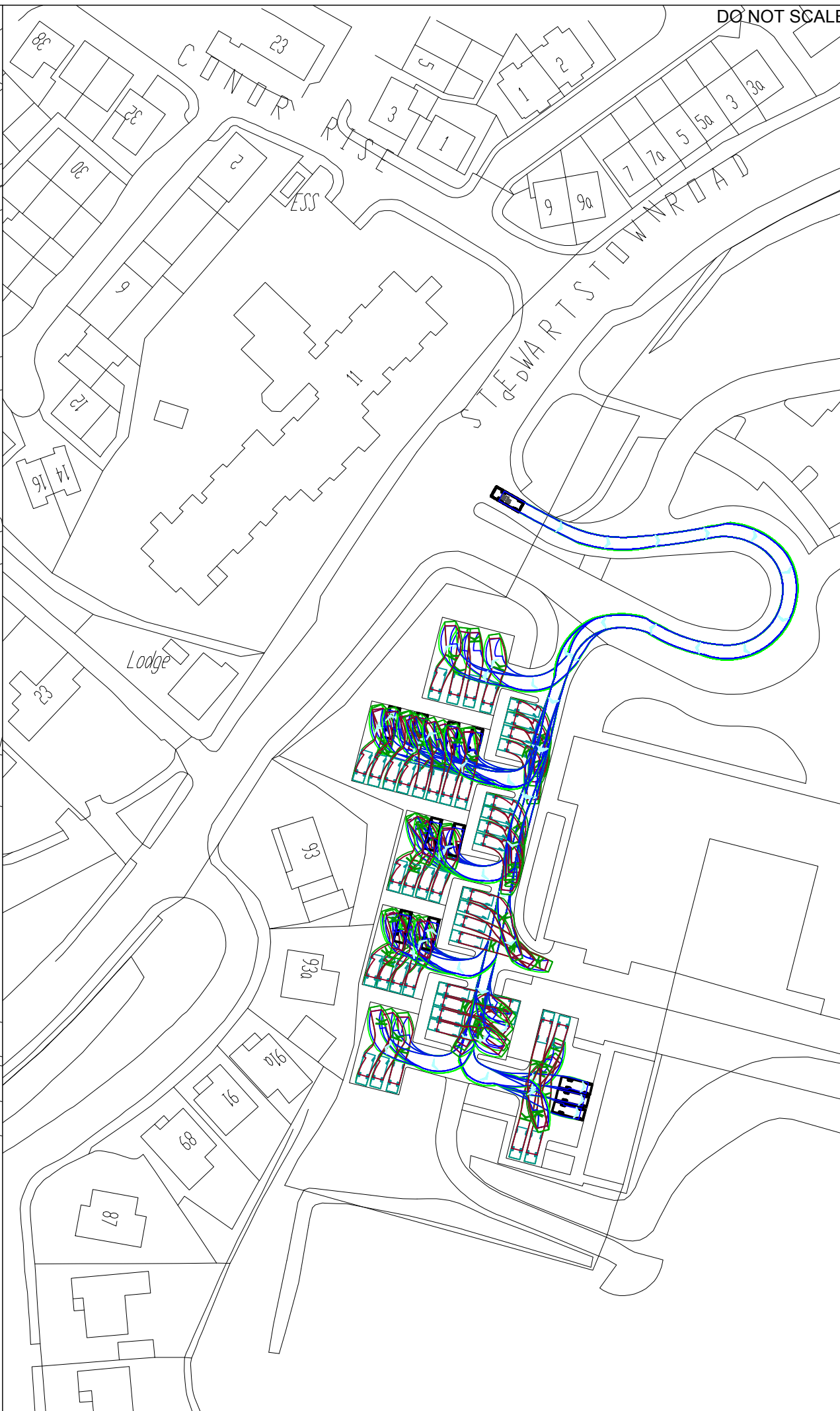
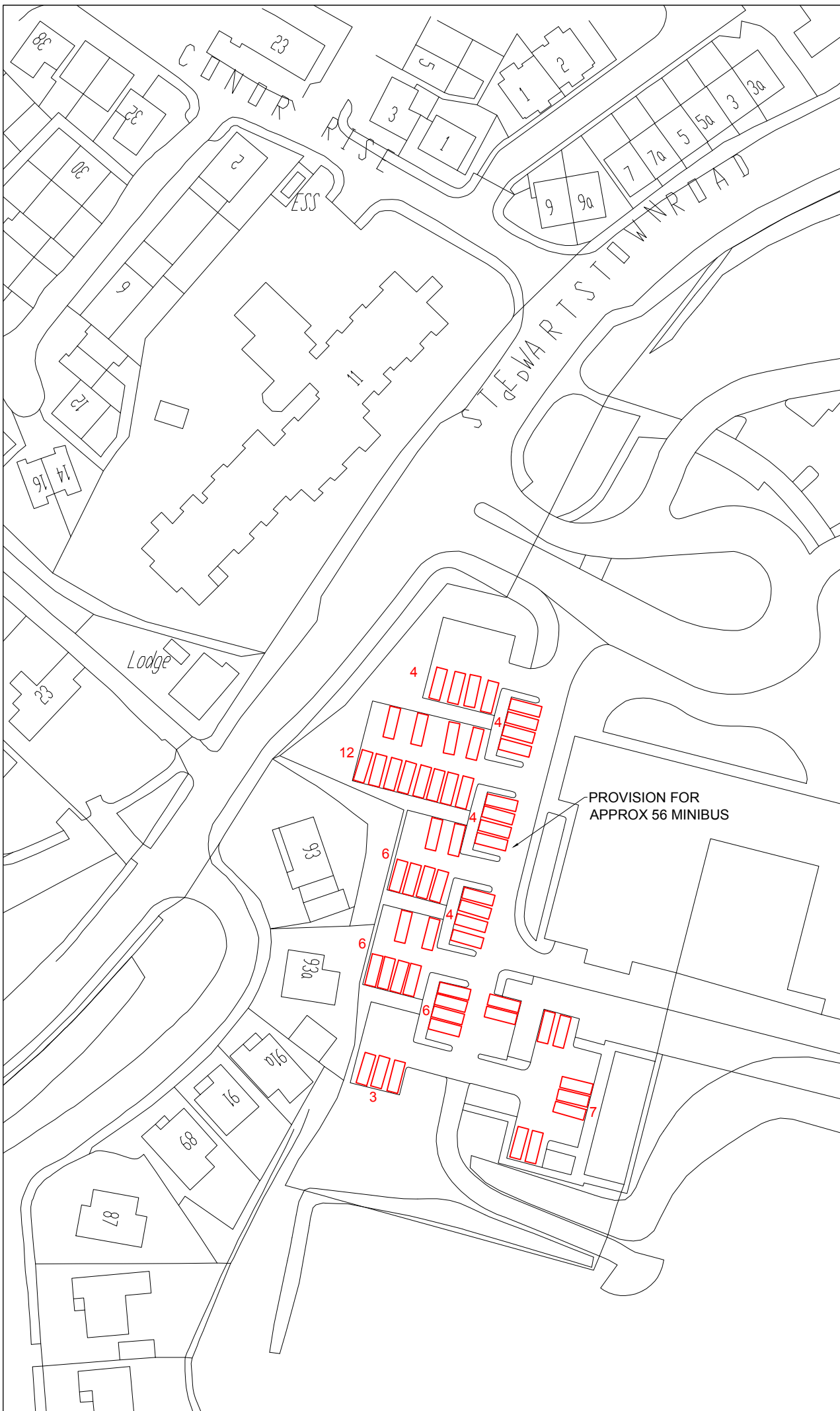
Scale	Designed	Drawn	Checked	Authorised
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Original Size	Date	Date	Date	Date
A3	05/01/17	05/01/17	05/01/17	05/01/17

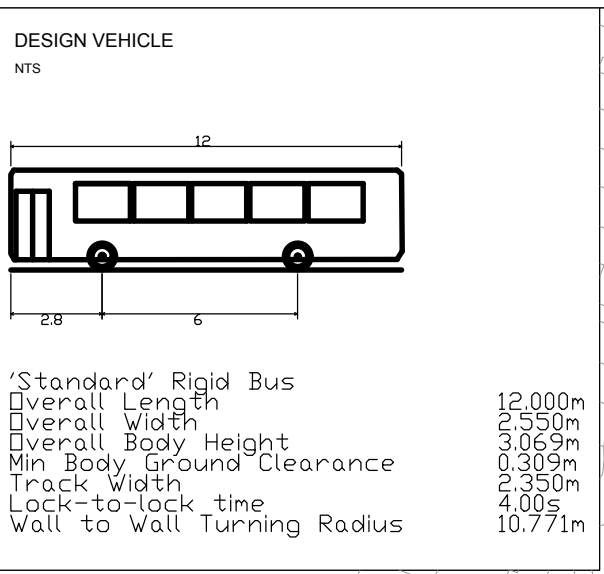
Drawing Number	Revision
5139238-ATK-TP26-OS-M2-Z0015	P01

Millimetres

10

0





DO NOT SCALE



SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following:

CONSTRUCTION

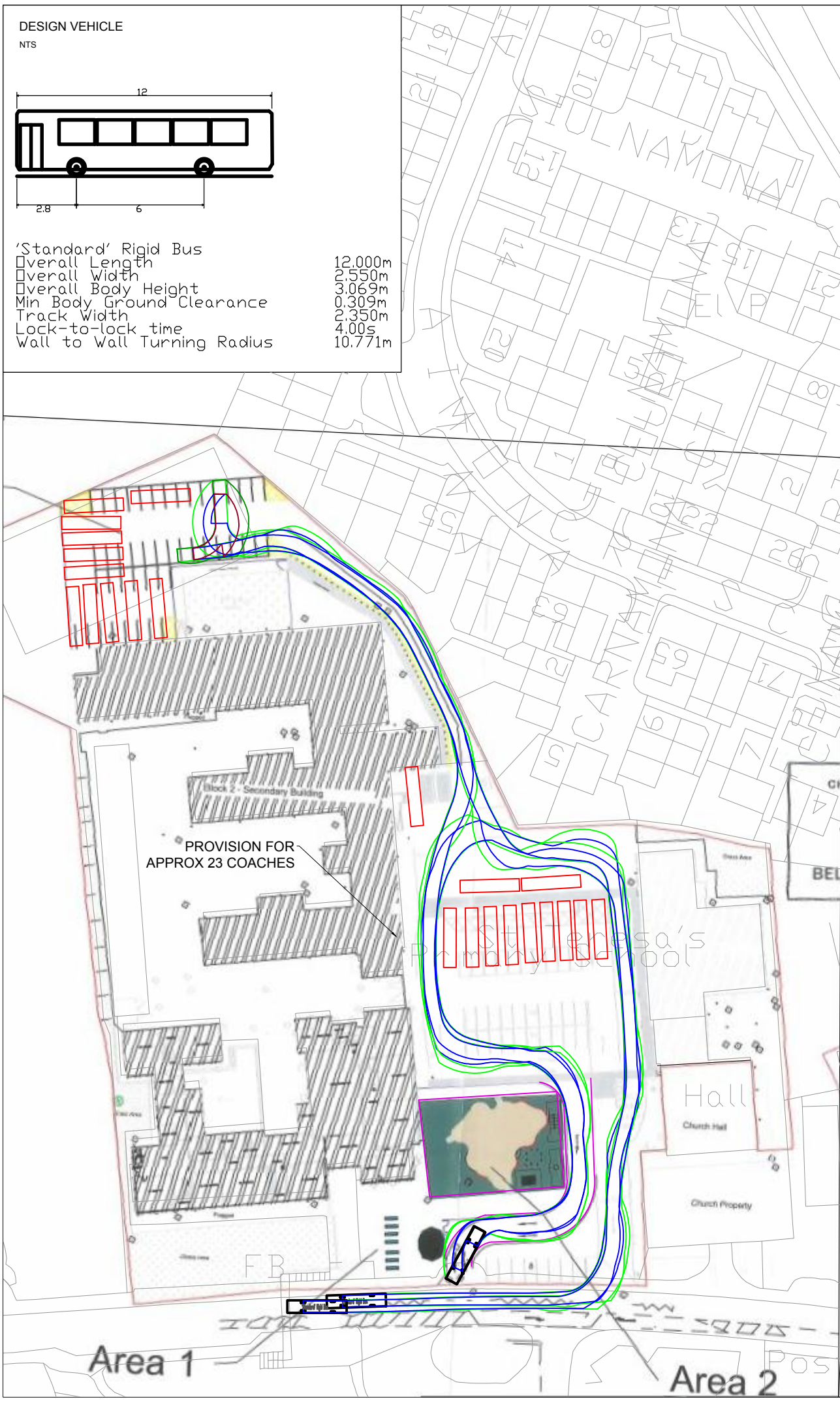
MAINTENANCE/CLEANING

DECOMMISSIONING/DEMOLITION

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement

- NOTES:**
- All dimensions are in metres unless stated otherwise.
 - All information detailed is to be treated as 'for discussion purposes only'.
 - The layout indicated has been tracked to facilitate the swept path of a 12m rigid bus.
 - Coach movements are to be managed by attendants to avoid pedestrian-vehicle and vehicle-vehicle conflict.

- LEGEND:**
- PROPOSED COACH SPACE
 - PROPOSED ACCESS ROAD AND PLAY SPACE
 - VEHICLE CHASSIS OUTLINE
 - VEHICLE BODY OUTLINE



P02	09/02/2017	COACH SPACES AMENDED	DD	DM	DM
P01	05/01/2017	ISSUED IN DRAFT - FOR DISCUSSION ONLY	DD	DM	DM
Rev.	Date	Description	By	Chkd	App'd

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Client: **G.A.A**

Project Title: **CASEMENT PARK**

Drawing Title: **COACH PARKING FACILITIES
ST TERESA'S PRIMARY SCHOOL
PARK & RIDE - OPTION 2**

Scale	1:1000	Designed	DD	Drawn	DD	Checked	DM	Authorised	DM
Original Size	A3	Date	09/02/17	Date	09/02/17	Date	09/02/17	Date	09/02/17
Drawing Number	5139238-ATK-TP26-OS-M2-Z0014	Revision							P02

Appendix C. Framework Communications Strategy



Framework Communications Strategy for Events at Casement Park

Stakeholder Groups	Event confirmation	The Week leading up to an event ...	Post-Event Activation
<p>Spectators & wider public</p>	<p>What: Notifications sent to all ticket purchases setting out event day travel logistics including public transport, park and ride locations, roads update etc.</p> <p>When: 2 weeks prior to event.</p> <p>Channels used</p> <ul style="list-style-type: none"> • Email to ticket purchasers for inclusion in customer engagement. • Advert placed within regional papers (2 weeks prior). • GAA websites (Ulster, Casement Park & individual Ulster Counties) & all relevant partners. • Social media channels (Twitter and Facebook). 	<p>What: Text, email and social media notifications transport update, including public transport.</p> <p>When: 1 week prior to game.</p> <p>Channels used</p> <ul style="list-style-type: none"> • National and regional (beginning of week) press release to all broadcast and digital outlets including all travel, road and park-and-ride locations and roads update. Media updates as necessary on day of event (traffic and travel). • Content adapted for social media messages to include Twitter, Facebook, SMS and email. 	<p>What: Thanks to residents, community & spectators for their support and co-operation.</p> <p>When: The day after the event.</p> <p>Channels used:</p> <ul style="list-style-type: none"> • GAA website and social media channels including participating Counties.



		<ul style="list-style-type: none"> Updated details reviewed across all GAA and associated partner website & digital channels. 	
<p>Local Community</p>	<p>What: Robust engagement with local community.</p> <p>Messaging to inform needs of:</p> <ul style="list-style-type: none"> Local residents Wider community West Belfast Community Groups West Belfast Business Groups Other targeted stakeholders <p>When: As per requirement of Event Management Group.</p> <p>Channels used:</p> <ul style="list-style-type: none"> Advert placed within regional papers (2 weeks prior) including Andersonstown News 	<p>What: Engagement as per requirements of Event Management Group.</p> <p>When: As agreed with Event Management Group.</p> <p>Channels used:</p> <ul style="list-style-type: none"> Press release with focus on Andersonstown News and Irish news. Content repurposed across all digital & SM channels. Disseminated across Ezines, letters, emails, text, digital, web, social media & posters used across all messaging. Variable message signs as agreed with Event Management Group (to include traffic updates). 	<p>What: Thanks to residents, community & spectators for their support and co-operation.</p> <p>GAA Communications team to receive and record individual's comments and issues.</p> <p>When: As agreed with Event Management Group.</p> <p>Channels used: Letters, email, text, digital, web, social media & posters used across all messaging.</p>



	<ul style="list-style-type: none">• National and regional press release focus on Andersonstown News and Irish News re fixture/match details. Content repurposed across all digital & social media channels.• Disseminated across Ezines, letters, emails, text, digital, web, social media & posters used across all messaging.		
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DRAFT

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