

# Guidelines for Organising Outdoor Activity Events

Organising a successful and responsible outdoor activity event



Rialtas  
na hÉireann  
Government  
of Ireland

Ár dTodhchaí  
Tuaithe  
Our Rural  
Future









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# 1. Introduction

These guidelines have been developed for Comhairle na Tuaithe in consultation with Fáilte Ireland, Department of Rural and Community Development, Coillte, Sport Ireland, National Parks and Wildlife Service, Mountaineering Ireland, OPW, Local Authorities, Leave No Trace Ireland, Irish Uplands Forum, Irish Farmers Association, The Heritage Council and Ireland's Association for Adventure Tourism\*.

The guidelines are for use by any individual, community group or event organiser that is involved in the planning and implementation of outdoor activity events in Ireland.

The purpose of these guidelines is to provide a helpful roadmap to organising a successful and responsible outdoor activity event in Ireland's countryside – whether that be in the mountains, forests, inland waterways, coast, beach or sea.

There is a continued growth in the number of outdoor activity events taking place across Ireland. These guidelines should encourage this activity while ensuring that we continue to be mindful of any impact on the environment and local community.

*\* Comhairle na Tuaithe (the Countryside Council) is the national advisory body for outdoor recreation, comprised of representatives from farming organisations, recreational users of the outdoors, state bodies with a responsibility for the outdoors, as well as central and local government*



## WHO ARE THESE GUIDELINES FOR?



Those who are organising activity events in the outdoors



Those who are hosting activity events in the outdoors





## EXAMPLES OF OUTDOOR ACTIVITY EVENTS:



**WALKING/CYCLING FESTIVALS**



**CHALLENGE WALKS/RUNS/CYCLES**



**ADVENTURE & MULTI-SPORT RACES**



**MOUNTAIN RACES**



**CHARITY CHALLENGES**



**FUNDRAISING WALKS/RUNS/CYCLES**

A well-planned and well-managed event will comply with any legal requirements, minimise negative impacts on the landscape, heritage features, plants and wildlife, and curtail any adverse effects on other established recreational activities.



## 2. What is a large-scale event?

These guidelines are intended to provide direction to all events, even those with a small number of participants. However, the guidelines are primarily aimed at those who are organising large-scale events. The simplest definition of this is any event which is likely to involve more than 30 participants in the activities of kayaking, equestrian pursuits, caving, climbing or off-road biking, and more than 100 participants in the activities of walking, challenge pursuits or any other potentially high impact activity. Challenge events, including multiple activity types, should apply these thresholds to all activities which are taking place.

At these levels, what might otherwise be deemed a casual use becomes an 'event' through the need for organisation. In certain sensitive landscapes, lower numbers will often apply and the main state or state sponsored land management bodies already use a 'permit' system to help them manage events impacting on such areas.

Events can be competitive or just for fun; profit or non-profit-making, or to raise funds for charity purposes. They can be organised as 'challenge' events by clubs, charities, businesses or other groups, or can be organised by activity or outdoor pursuit centres. Competitive or timed events may have a greater impact and such events require a higher level of planning and mitigation. The purpose of this guidance is not to discourage the enjoyment and use of our countryside, rather it is to ensure that such use is and remains sustainable.

The participant numbers set out are also not hard and fast, as some smaller events may have numerous spectators or require support teams, and some club or other group-based events can be casually planned with often no indication of how many people will show up on the actual day. These types of groups should consider the need for planning and management based on the maximum number who may attend.





# 3. Steps in Organising Your Event

## Initial Planning

### CONSULTATION



Ensure there is early, and open, direct consultation with all landowners (private and public) and the local community in the area where the event is taking place. Consultation should aim to identify any potential impacts that require management or any concerns raised such as parking, traffic, safety, security and access, not just for participants, but for spectators and most importantly, those who live in the local area who are directly affected by the event.



Plan as early as possible and consult widely. For larger events (see Section 2 for definitions around what constitutes a large event) a minimum of 12 months planning time is recommended.



Engage the host community as much as possible through talking to accommodation providers, local community groups and other interested parties. Try to avoid clashing with other events and busy times of day.



Try to avoid locations which are likely hotspots for events where overuse could occur. If you are unsure then ask for input on event location from the event hosts/landowners.



Insurance is one of the most important factors in organising an event. You should have Public Liability cover in case you, or anyone else involved in organising the event, are in any way negligent, resulting in injury or loss to your participants, landowners, or the general public. You also need Employers Liability cover for all employees, including volunteers.



Obtain adequate insurance cover for the event. Be prepared to show a copy of this to landowners. Many public landowners will insist on a minimum amount of cover (often as much as €5 million).



# KEY STEPS

Identify which organisation(s)/individual(s) will need to give permission in principle for the event to proceed and complete all necessary application forms.

A list of key contacts can be found on page 33.

Further information about using land in private ownership can be found in the 'Land Ownership' section on page 14



## Environmental Sensitivities

Is your event close to, or could affect an area with protected or vulnerable elements (built, natural and cultural heritage features)?

Note: Information about activities which require consent can be found here: [www.npws.ie/farmers-and-landowners/activities-requiring-consent](http://www.npws.ie/farmers-and-landowners/activities-requiring-consent)

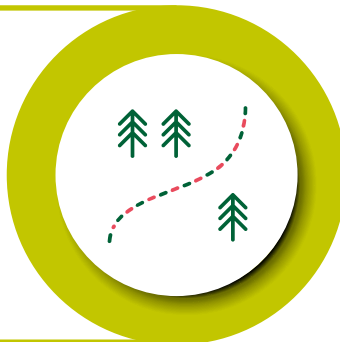


For waymarking, do not use spray paint or anything which will leave a permanent mark. Consult with Mountaineering Ireland for specialist advice around waymarking in mountainous areas.

Further information can be found in Section 5, Part 3.

When planning routes for off-road events, aim to use constructed/managed trails as much as possible.

Avoid the creation of new routes or the use of paths which are already suffering from erosion, or are susceptible to damage.



Biodiversity-rich areas can often be seen as attractive for outdoor events, consider avoiding such sites at key times, such as when ground-nesting birds are on site, or where large numbers of people may stray away from existing pathways on peat-based soils or sand dune systems.

Farming considerations too need to be planned for, particularly at key times such as the lambing season, but also taking vulnerable deer fawns and calves in account.

Utilise existing access points to waterways as much as possible.



It is important to stress the role of personal responsibility in your event. The participants should be aware of the role they can play in helping to protect the host environment.

Where possible, ask participants to commit to a personal charter outlining how they can behave responsibly at your event, see Section 5, Part 6.



## Planning a sustainable event

It is imperative that events are planned and executed in a sustainable manner. Here are some tips to consider:

- ▶ Minimise or preferably eliminate the use of single use plastics at event
- ▶ Advise all participants to bring own water bottle and/or keep cups for drinks
- ▶ Segregate and clearly label bins for recycling, compost and general waste which is not suitable for the other two bins
- ▶ Minimise any elements which are included as part of participants pack which may not be sustainable (ie., water bottles, free t-shirts, other plastic packaging)
- ▶ Include Nature and biodiversity in sustainability communications to encourage participants to be respectful of nature
- ▶ Use local food suppliers (where applicable) and redistribute any excess food to appropriate local organisations
- ▶ Use signage/interpretation and the event's social media channels to help raise awareness among participants about their responsibilities
- ▶ Encourage use of sustainable transport – joint ticketing with transport providers, group transport services etc
- ▶ For more hints go to [Fáilte Ireland's sustainable festival guidelines](https://www.failteireland.ie/en/visit/plan-your-visit/sustainable-festival-guidelines) (failteireland.ie)



## Ensuring a safe event



Safety is important. At an early stage, consideration should be given to the range of potential weather conditions, the terrain involved, and the profile and number of participants in the event. A full risk assessment will need to be completed in the detailed planning phase. (See Section 5, Part 2 for template).

Ensure that you have the requisite skills within your organising team to cover all the key aspects of running the event. Consider how many event marshals you will need, who your first aider(s) are, who is the safety officer and who is the chief Marshal. Ensure that all event marshals have appropriate training and experience in their appointed roles. This can be outlined in your Management Plan document.

## Detailed Planning



Your detailed plans should be centred around the creation of two key documents which will be reviewed by those granting a permit/licence/permission for the event to proceed. The templates supplied provide an indication of what elements should be included, but this will need to be adjusted to suit the nature of your event.

# KEY DOCUMENTS

## **An Event Management Plan**

*(See Section 5, Part 1 for a template)*

Marshals, equipment, route, key contacts, registration areas, toilets, provision for power/IT and detailed schedules including timings of the event itself.

## **A Risk Assessment**

*(see Section 5, Part 2 for a template)*

All identified risks associated with running the event along with details of mitigation measures.

Detailed emergency procedures, ambulance and Mountain Rescue if deemed appropriate and necessary.



## Items to consider

- ▶ Prepare contingency arrangements reflecting the vagaries of the weather and the difference that this can make in terms of potential damage to sensitive landscapes and habitats in particular. Remember that more damage occurs when the ground is wet. Have a Plan B and ultimately, be prepared to call off your event in adverse weather situations and make participants aware of this possibility.
- ▶ Encourage use of public transport or shared vehicles where possible and ensure parking is organised and managed so as not to create access problems for landowners or other road users as identified at the consultation stage.
- ▶ Keep to appropriate (and agreed) participant numbers through a formalised registration process.
- ▶ All organisers of charity events should comply with the code of practice for fundraising events prepared by the Charities Institute of Ireland, to which most of the main charities belong.  
<https://www.charitiesinstituteireland.ie/>
- ▶ Brief all entrants thoroughly on aspects such as personal behaviour and responsibilities (including responsibility to landowners and the local community), especially if it is a protected area or there are sensitive habitats or species. Inform entrants what the sensitivities are and how they can minimise their impact. Also brief them on the need for personal equipment or particular skills where necessary. This should be included at registration and messages can be included in advance publicity, but it should also be covered in a briefing to participants at the start of the event.
- ▶ Check if any forestry and farming operations may be taking place on or around the time of the event and plan accordingly.
- ▶ Acceptable routes or 'out of bounds' areas may need to be marked by tapes.
- ▶ Implement necessary measures such as matting, bins, provision of porta-loos, signage, positioning of marshals, road signs, parking etc.
- ▶ At all times, respect the needs and rights of landowners and the privacy of all residents.



## BEST PRACTICE CASE STUDY

### Safety Advisory Group (KEY MEETING)

It is essential that the event organisers meet with those issuing permission/permits in advance of the event. This can be done virtually but is better in person, onsite.

Some popular outdoor event destinations hold consultation days once a month/quarter. Event planners can book a time slot during these consultation days where their plans are reviewed by the Safety Advisory Group which commonly consists of; a representative from the body granting permission/ permit, a member of An Garda Síochána, a representative from the rescue services and a representative from the Local Authority. The Safety Advisory Group may make recommendations for amendments to the event plans and final permission for the event to proceed is granted at this stage.

*Find out if the event you are holding has a system like this in place*



## Marketing and Communications



Information about your event should clearly outline the activities that your participants will engage in. This could include information about the distances which participants will be asked to run/walk/swim etc. and the nature of the terrain and the skills required.



Both free and paid events should have provision for a booking system which allows the organisers to control the number of participants. This will also allow organisers to communicate with the participants in advance of the event itself.



A reminder email should be sent a few days before the event to give participants any relevant updates including; details of available parking/travel options to the venue, expected weather conditions and any equipment and/or clothing which they are advised to bring with them.



Outline voluntary assumption of any risk in advance and ensure that your participants understand and have accepted this.

*For some hints and tips on how to market your event, try using Fáilte Ireland's Marketing Toolbox  
<https://www.failteirelandmarketing.ie/#/login>*

## COMMUNICATING WITH THE LOCAL COMMUNITY AND STAKEHOLDERS

- ▶ Event organisers need to be mindful of the impact their event will have on those who live/ work or who have an interest in the area where your event is taking place. Those affected by your event should be given plenty of advance notice. Among the options here are; letters through the doors of those living locally, communication through social media and local interest/ community groups.

## The Event Itself

- ▶ Brief all entrants thoroughly on aspects such as personal behaviour and responsibilities.
- ▶ Remind them of their responsibilities to the landowners and at all times respect the rights of landowners and the privacy of all residents.
- ▶ If there are any particular ecological or environmental sensitivities, inform entrants what those qualities are and how they can potentially minimise impacts.
- ▶ Take heed of forestry and farming operations on and around the time of the actual event.
- ▶ Acceptable routes or 'out of bounds' areas may need to be marked by tapes.
- ▶ Undertake any temporary measures such as matting, bins, provision of porta-loos, signage, positioning of marshals, road signs etc.
- ▶ Consider designated viewing areas for spectators, being mindful of fragile terrain and/or possible damage to the environment.

## Post Event Measures

- ▶ Consider ways of 'putting something back' into the local economy through using local suppliers or through direct donations to fund matters such as path repairs. This can best be done through a levy contained in the entrance fee (where applicable). Some landowners will request this as a matter of course. (Please note that payments between event organisers and landowners, other than for parking, changes the nature of the landowner's liability.)
- ▶ Remove all signs of the event immediately or as soon as possible afterwards. This includes all temporary measures and the collection of all litter and suitable recycling where applicable.
- ▶ The organising team should meet shortly afterwards to review the event and identify lessons learnt that will prove valuable for future events.
- ▶ Publicly acknowledge the co-operation you have received from various sources.
- ▶ Share your experience with others.
- ▶ Accept responsibility for any damage caused and ensure that it is promptly rectified. Repair work should only be undertaken with the landowner's agreement and in protected sites, in consultation with NPWS/OPW or National Monuments Service.





# 4. Access and Behaving Responsibly

## Land Ownership

All land in Ireland is in private or state ownership. Many upland areas are owned as commonage, i.e. land that is jointly owned by a number of people with specific shares in it. Event organisers and participants in recreation activities should be aware that there is no legal right of access to the Irish countryside. Those who enter onto land owned by others, for the purpose of recreation, do so due to the goodwill and tolerance of landowners.

Ireland's waymarked trails are "permissive routes" that have been developed with the landowners' agreement; they are not rights of way. Some government and semi-state organisations encourage access to their lands for public enjoyment (e.g. Coillte), but even in these areas access is permissive and the public does not have a right of access.

Clear consent is required to cross land not in the property of the event organiser.





It is common courtesy to ensure that any landowner is not only made aware of a proposed event, but has granted permission.

Equally, in terms of access to open land or mountains and the coast, there is no right of access and it thus remains essential that all users work with landowners and respect their needs and interests and obtain consent rather than potentially creating feelings of resentment or even conflict. It must be remembered that landowners have concerns such as the security and well-being of farm animals, damage to fences or crops and the potential for the spread of contagious diseases to their animals is an issue known as 'biosecurity'.

There is also an issue surrounding the spread of invasive species such as Japanese knotweed, Himalayan balsam which is spread through trampling, Zebra Mussels and the Asian Clam often spread through the use of pleasure-craft. Details of the Check, Clean, Dry Campaign, which aims to raise awareness of harmful invasive plant species and the impact of litter on Irish waterways, can be found at <https://invasives.ie>

More information available in Section 5, Part 5.



**Dogs should not be permitted unless advised otherwise. Dogs can be harmful to livestock and cause disturbance of wildlife.**

A further issue for landowners is Occupier's Liability, where under legislation (the Occupier's Liability Act 1995), they have certain, if limited, responsibilities towards recreational users and trespassers whilst those same users have themselves a responsibility to be aware of risks and take responsibility for their own actions. Recent changes to the Occupiers' Liability Act further limit the duty of care that landowners owe to people who enter onto their land, while also increasing the responsibility that entrants to land have for their own safety. Comhairle na Tuaithe and the Department of Rural and Community Development are currently developing a booklet to provide additional guidance on this area of the law.

Whether you have a right of access or not, the key to all access is that those entering fragile and important landscapes behave in a responsible manner. For organised events, it is thus crucially important to talk to the owner of the land and to work with them to obtain permission to use the land.





With all access comes responsibility. Irresponsible behaviour by a group or even a few individuals causes not only physical damage, but strains the goodwill and indeed relationships built up with landowners often over considerable time.

We're fortunate in Ireland to have a beautiful and relatively unspoilt natural environment. In 2006, a variety of organisations with an interest in recreation and land management formed Leave No Trace Ireland to encourage all those who use the outdoors for sport, leisure, education or commercial activity to take better care of the natural environment. Through awareness sessions and training courses, Leave No Trace Ireland helps people recognise the impacts of their activities on the environment, and provides people with the skills to prevent or reduce those impacts.

## Leave No Trace

While everybody who uses the outdoor environment shares a responsibility to minimise adverse impacts, the responsibility of event organisers is magnified as their decisions can influence the impacts of hundreds of people. As environmental awareness increases, so too will the expectations of landowners, funders and event participants. All outdoor activity event organisers are actively encouraged to adopt the Leave No Trace approach as a framework to guide the delivery of responsible and sustainable outdoor activity events.

Leave No Trace Ireland has a panel of experienced trainers who can provide bespoke advice to event organisers. This will include clear guidance on how to apply personal responsibility and the Leave No Trace ethos that is site specific. For further information, visit [www.leavenotraceireland.org](http://www.leavenotraceireland.org)





# Special Areas of Conservation and Special Protected Areas



To designate 'special areas' for protection and management is an effective way of ensuring that any important wildlife and natural landscapes retain their individual characteristics, as such designation allows for both positive action and certain controls under law.

Some areas are of such importance that they are formally designated under various pieces of National and European legislation.

A further consideration for landowners are the implications of any 'designations' on their land. Again, this is a complex area but essentially, there are designations emanating from National law and those emanating from the European Union. In National law, the main designation relating to wildlife or natural features is that of a 'Natural Heritage Area' or NHA. This is an area considered important for the habitats present or which holds species of plants and animals whose habitat needs protection. Some such sites are tiny, such as a roosting place for rare bats. Others are large – a woodland or a lake, or a raised blanket bog, for example. NHAs (including formally proposed NHAs) are protected under the Wildlife Amendment Act (2000) and any actions likely to be detrimental to them require Ministerial Consent if granted.

There are sites designated as "'National Nature Reserves' and these are of importance to wildlife, and protected under Ministerial order. Most are owned by the State, although some are owned by organisations or private landowners.

Within the countryside, there are also many protected structures ranging from buildings, to any structure which qualifies through being of



special interest from an architectural, historical, archaeological, artistic, cultural, scientific, social or technical point of view. If you are the owner or occupier of a protected structure, you are legally obliged to prevent it becoming endangered, whether through damage or neglect. Protection of structures is carried out through the Statutory Planning process.

In European Union terms, under the 1992 Habitats Directive and the 1979 Birds Directive, which together form the cornerstone of Europe's nature conservation policy, a series of sites have been designated across Europe, collectively known as the Natura 2000 network of protected sites. Sites designated under the Habitats Directive are known as 'Special Areas of Conservation' (or SACs) and those designated under the Birds Directive are known as 'Special Protection Areas' (or SPAs). In both cases, designation carries with it a strict system of habitat and species protection for which the landowner has a key role and for which the State is ultimately responsible (to the Union). All in all in Ireland, the directive protects over 1,000 animals and plant species and over 200 so called "habitat types" (e.g. special types of forests, meadows, wetlands, etc.), which are of European importance.

The aim of the Natura 2000 network is to assure the long-term survival of Europe's most valuable and threatened species and habitats. Natura 2000 is not a system of strict nature reserves where all human activities are excluded. Whereas the network will certainly include National Parks and Nature Reserves, most of the land is likely to continue to be privately owned and the emphasis will be on ensuring that future management is sustainable, both ecologically and economically.



One of the key reasons for producing event guidelines is to utilise them as a tool for the management of any impacts on such areas, not least because many outdoor events utilise areas which have been designated in some way. Guidelines assist in the potential use of these areas for recreational purposes whilst still protecting those important habitats and species for which they have been designated.

It is recognised by Government that there is a balance between responsible enjoyment of our natural environment by humans, a matter increasingly important for their well-being and health, and the conservation and protection of rare species. Getting this balance right is a large part of the rationale for these guidelines.

Detailed information on designations relating to habitats and species and in relation to built/ cultural heritage can be found on [www.heritagemaps.ie](http://www.heritagemaps.ie)

The Government is required under EU Legislation to protect designated Natura 2000 sites. It does this by a process known as 'Appropriate Assessment'. Natural Heritage Areas, whether designated or merely proposed, are, as previously mentioned, protected under the Wildlife Amendment Act 2000.

Provisions exist for legal action to be taken where it is clear that the owner of any Natura 2000 protected site or third parties have deliberately or recklessly destroyed or damaged its inherent features or allowed something to occur which leads to even a partial, irreplaceable loss of a priority habitat. A judgement by the European Court of Justice, dated 11th April 2013 (Sweetman vs Galway County Council), has resulted in the situation where projects which will permanently damage priority habitats within the Natura 2000 network will be able to proceed only in very limited circumstances where they are clearly seen to be in the National interest and where appropriate mitigation measures have been taken.

The essential element for recreational users to understand is that if an owner feels an event or indeed continued use for recreation is damaging the protected status for which they can be held accountable, they have the right to refuse permission or ask for appropriate and possibly extensive 'mitigation measures' to be taken. However, what is also important is the cumulative nature of any damage and this again is where these guidelines are of importance. These matters are considered further under 'Your Rights and Responsibilities'. Preventing the erosion of peatlands is also an important consideration due to the exceptional vulnerability of such habitats.

However, the Government is acutely aware that the enjoyment of our natural environment through the provision of outdoor access opportunities that are well managed, contributes significantly to important public policy agendas including social inclusion, improving health, and improving our overall quality of life as well retaining our understanding and affinity with the natural world. Outdoor recreation also has major economic benefits through bringing in visitors notably to areas which are relatively remote and less well known as traditional tourism venues. It is also a major aspect of community based tourism through walking festivals, adventure races or other ranges of events.





# Legislation

In addition to the common law 'duty of care' owed to those attending the event, there are a number of key pieces of legislation which are applicable to events. The most relevant include:

- ▶ The Safety, Health and Welfare at Work Acts of 1989 and 2005 and associated regulations Planning and Development Act 2001:Part XVI (licensing of outdoor events regulations)
- ▶ Fire Services Act 1981 (responsibility for fire safety on persons in control of premises)
- ▶ Fire Services Act 1981 and 2003 (licensing of indoor events regulations)
- ▶ Waste Management Act 1996 as amended, and associated Regulations
- ▶ The Safety, Health and Welfare at Work Acts of 1989 and 2005 and associated regulations (e.g. Construction Regulations, General Application Regulations) applies directly to employers, employees, contractor and anyone who is affected by a work activity (member of the public, passer-by, trespassers).

An event organiser should satisfy him or herself that their work activities are safe and do not endanger their employees, contractors, the general public or anyone affected by those activities. In the case of contractors or others working on the employer's behalf, the employer must satisfy himself or herself that those employers also manage their work so it does not endanger anyone else. This would include the event organiser satisfying themselves that all workers (i.e. other employers) have safety statements and risk assessments.



# 5. Templates & Resources

[CLICK HERE TO ACCESS EDITABLE TEMPLATE AND RESOURCES FORMS](#)

## 1: Event Management Plan

### Event management plan template

Please note that this is not an exhaustive template and will need to be modified to suit the event conditions.

### 1. Event Overview

#### EVENT DESCRIPTION

Include a brief description of what your event is. How would you describe your event to someone who has never attended or heard of it?

#### EVENT LOCATION

Provide the address of the event location. Please outline starting location & end location.

#### LANDOWNERS PERMISSION

List all Private and Public Landowners and confirm that permission has been given to host this event.

#### MAP INDICATING EVENT ROUTE/ AREAS OF ACTIVITY

Paste in an overall map, showing the area that the event covers. Additional maps should be attached showing more detail. You can obtain a base copy of the surrounding area from the event host, landowner or by overlaying edits onto a screenshot of Google Maps.

#### DATES AND DURATION

Include details of the build-up (get in) and break down (get out) schedule of the event (preparatory/closedown activities), as well as the event itself.

#### ENTRANCE/EXIT POINTS

Enter details of how the public enter or exit the site. If your event has complex entrance/exit arrangements such as separate entrances for ticket or cash sales, pre-sold entrance points or is an enclosed area, please add more detail to this section. Insert a map showing same below. Maps should also be shared with all stakeholders as attachments so that they can be viewed at proper resolution.



## ATTENDANCE

Include your expected attendance figures. For an all-day/multiple day event, this should include maximum expected attendance for the duration of the event as well as the maximum expected at any one time – include details of any performances/happenings that are likely to attract a particularly large number of people.

## AUDIENCE PROFILE

An audience profile will help you when planning for risks and ensures that you put in place control measures and appropriate facilities for the event. Eg. if organising an event aimed at young children, consider the number and location(s) of toilets provided.

## EVENT ORGANISERS

Please detail who the event organiser is – e.g. Charity Group, local community group, the organising committee, etc. You should also include any relevant qualifications or experience in delivering events.

## EVENT MANAGEMENT TEAM – MAIN ROLES AND RESPONSIBILITIES

List main roles (e.g. event manager & deputy, safety officer, welfare officer, etc)	Name of person responsible	Contact details – mobile & landline numbers, email address, etc.	Brief explanation of the responsibilities of each role

## TREE OF RESPONSIBILITY/CHAIN OF COMMAND

Re: the above structure, give a brief overview of the chain of command for the main roles within the event management team.

## ALL OTHER EVENT STAFF/VOLUNTEERS/STEWARDS

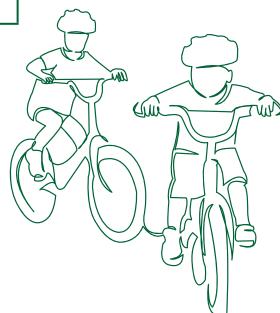
Provide names of all other event staff	Provide contact details – mobile and landline numbers, email address	Include specific role if applicable, e.g. Volunteer co-ordinator

## TEMPORARY STRUCTURES

Please detail any temporary structures that will be used at the event e.g. grandstands, stages and marquees. You should provide details of how the safety of such structures is ensured through their appropriate design/materials, correct siting/positioning and procedures for their safe erection/dismantling. Details of competent persons/contractors to be used and their associated risk assessments should be included in the appendix.

## ENVIRONMENTAL SENSITIVITIES

Have you checked that there are no Special Areas of Conservation (SACs) or Special Protected Areas (SPAs) included in your selected route? Where possible these areas should be avoided. According to the legislation, there are specific activities that will require consent if undertaken on or near a SAC or SPA. You can find a list and a map of these sites at the National Parks and Wildlife Service (NPWS) website.





## NATURE & BIODIVERSITY

Working with Stakeholders to ensure that the biodiversity plan is aligned with local and national biodiversity action plans

## NOISE MANAGEMENT

You will need to consider the management of amplified sound to ensure safety and potential nuisance issues are addressed. This including type of noise, volume levels, monitoring arrangements etc. You should contact Environmental Health to inform them of anticipated noise levels and for any further advice/guidance. Enter your arrangements for noise management here.

## WELFARE PROVISION

Provide details of your welfare arrangements including providers/contractors, numbers of facilities and arrangements for monitoring, cleaning and replacing those facilities as required. Facilities may include:

- Toilet facilities – including accessible units
- Changing facilities
- Shower rooms
- Drinking water provision

## SUGGESTED PROVISION OF TOILETS

Type and duration of event	Female Toilets	Male Toilets
For events with a gate time of less than 6 hours duration opening, but with little or no alcohol or food served	1 per 100	1 per 500, plus 1 urinal per 150
For events with a gate opening time of 6 hours or more, but with little or no alcohol or food served	1 per 85	1 per 425, plus 1 urinal per 125

Accessible toilets should be provided and changing facilities wherever possible and practicable

If the event has a food and drink offering more toilets will be required. Existing toilets on site can be included as part of the provision, providing it has been agreed with the landlord.

## LOST CHILDREN/VULNERABLE PERSONS

Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with carers, parents or guardians. You can show lost child/rendezvous point on the site map. Include how you will brief staff of the procedures for dealing with an incident.

## CATERING AND HOSPITALITY

Detail the business and contact details of any contractors/food businesses providing catering for your event. If applicable, describe the catering facilities you are offering and where they are located on your site map.

You should have a food safety management system based on the principles of Hazard Analysis Critical Control Points (HACCP). It is recommended all food providers should have a four-star rating.

## LITTER

Consideration needs to be given to the cleansing requirements before, during and after the event.

Provide details of any contractors/local voluntary groups involved, with a description of the arrangements in place.







## 2. Crowd Management

### SECURITY/STEWARDING COMPANIES

Stewarding or security staff will be needed for the following types of duties:

- Searching at entrances
- Bag checking
- Rapid response
- Crowd monitoring
- Emergency evacuation
- Crowd control and direction
- Monitoring of fire exits and fire equipment

### BARRIERS

Provide details of where barriers are to be used including:

- Type of barriers to be used – pedestrian barriers, load bearing barriers (e.g. mojo)
- Company supplying and installing barriers
- Number of barriers to be used

It may be useful to detail where barriers will be situated on a site plan.

### MANAGEMENT OF ATTENDEE NUMBERS

Provide details here of how the attendance numbers will be monitored and controlled e.g.

- Ticketed event
- Monitored entrances and exits

### VEHICLE MOVEMENT ON SITE

Detail the arrangements in place for access for emergency vehicles and identify emergency entry and exit routes (this should be part of your Emergency Planning). What vehicles will need access to the site and how will this be managed? Will any vehicles need to move around on site during the event (we strongly advise against this) and what are your protocols for this?

## 3. Communications

### PA SYSTEM

Detail any PA systems in use at your event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with. Please be considerate in the use of a PA system and be mindful of its effect on others.

### RADIO

Use of radios should be considered and details of their use recorded in this plan (for example – who has them and what channel are they being allocated to?)

### SIGNAGE AND PUBLIC INFORMATION

Provide details of any signage or public information facilities being used to direct persons around the site, provide important information e.g. welfare facilities, first aid points, lost children etc and restrict the public from certain areas if required. Advance notice is important, especially for large scale events.





## 4. Traffic management

The traffic management of an event is the responsibility of the event organiser. You should liaise with An Garda Síochána, a Local Authority Liaison and any stewarding company involved in managing the road, to write a traffic management and parking plan for the event which aims to promote safe attendance at the event and minimises disruption to the community.

You should enter details of any Temporary signage plans.

You should supply details of any arrangements in place with local public transport companies providing transport to and from the event.

You should consider any implications for persons attempting to arrive at the venue on foot.

You should also consider the implications for any residents living close to the event site who may be affected by any road closures or parking issues.





## 5. Medical and First Aid Cover

Details of the First Aid and medical cover for your event should be detailed in this section. There are minimum requirements which must be met, depending on the numbers attending your event.

You should identify where each medical facility/first aid point is located on your site and you may wish to identify this on your site plan.

### INCIDENT RECORDING

Event Control should maintain a record of everything that occurs throughout the event. You should detail your arrangements for recording and keeping records of such information for events. Certain incidents must be reported to the Local Authority Health and Safety/HSE by law. An incident record should be kept to keep track of damage to natural and cultural heritage.

### INSURANCE

Provide details of your insurers and the level of cover provided for the event. You may wish to append copy of the relevant certificates of insurance to your plan. Some landowners will require evidence of indemnity and may require insurance to cover any potential damage to their property.

### WEATHER

Identify who is responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained. You should record what the general arrangements will be in the event of bad weather or a Met Éireann weather warning (e.g. cancellation criteria).

## 6. Emergency Incident Management

### EXTREME WEATHER

Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail here if there are any issues regarding this event and what the arrangements are to ensure that appropriate action is taken to respond to extreme weather conditions.

### EMERGENCY VEHICLE ACCESS

Detail any dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles. You can refer to these on the site map.

### EVENT EVACUATION PLAN

Detail here emergency evacuation details for visitors as well as the event team and contractors, including car parks. Also provide Assumption of Control details in case of a major incident. You can refer to these on the site map and provide further details in the appendix.





# 2: Risk Assessment

## Sample Risk Assessment Template

Please note that answers supplied are for indicative purposes only and the risk assessment will need to be amended to suit the event.



What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Trip hazard on path (1km into run)	Participants in event	Marshal appointed to area in question	Flag it to participants on the day during pre-event orientation  Remind marshal of duties in respect of hazard	Volunteers at registration point  Manager	On day  On day	



# 3: Sample Policy on Wayfinding

## Outdoor Event Waymarking Protocol

Courtesy of the Mourne Outdoor Recreation Forum

### FIRST PRINCIPLES



Leave No Trace



The least waymarking possible



Be conscious of impacts on the natural environment in remote terrain



Promote the progression of personal navigation skills as you move into remote terrain



Promote self-reliance by participants



Use main paths in the mountains where open navigation skills are lacking



If on waymarked routes – use the in-situ waymarking, don't unnecessarily add to it



Ideally, ensure all temporary waymarking is installed and removed immediately before and after the event, particularly on high altitude/remote terrain. On low altitude/less remote terrain, if circumstances dictated otherwise, it should be extended to no more than 1 week either side of an event.



All potential waste such as cable ties, tape etc. must be removed.





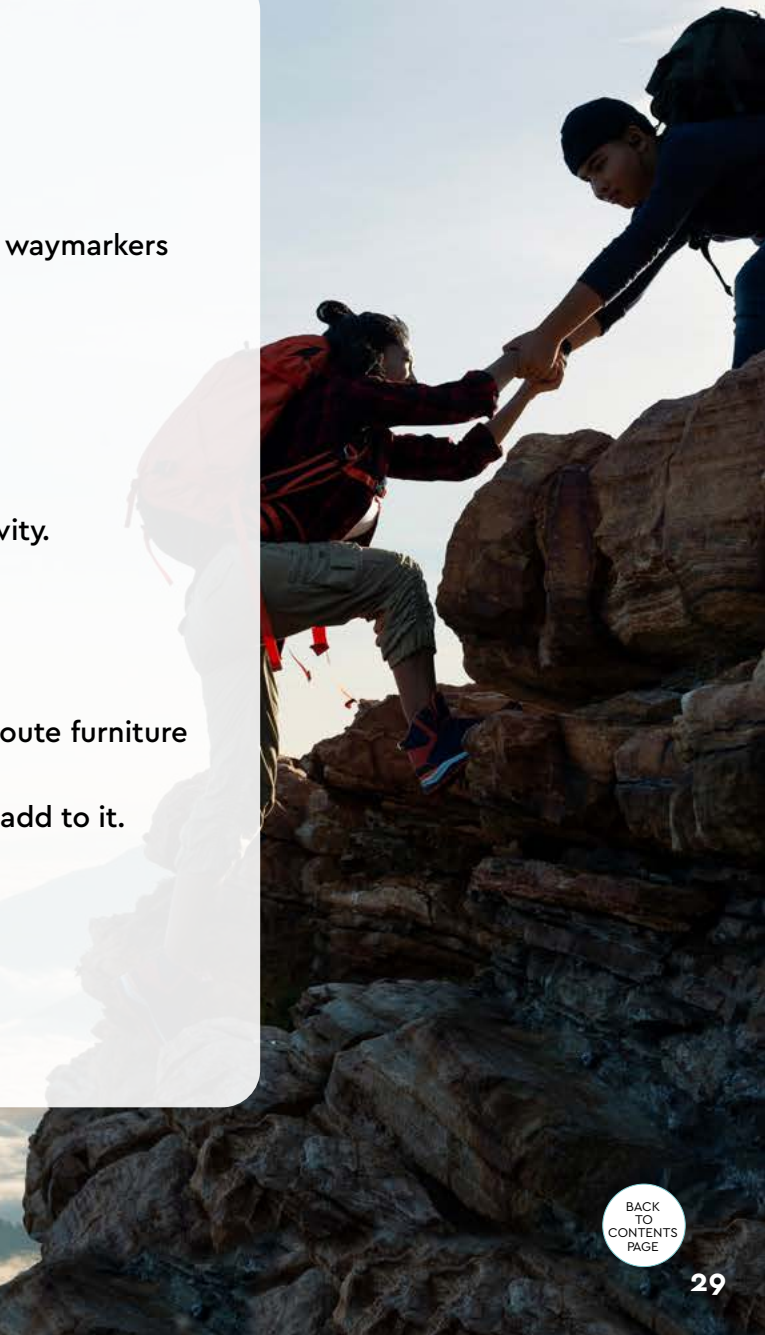
### HIGH ALTITUDE/REMOTE TERRAIN

- ▶ Navigation skills
- ▶ Use main tracks where open navigation skills are lacking
- ▶ Appropriate marshalling and immediate post event removal of all temporary waymarkers
- ▶ Acceptable temporary waymarking:
  - ▶ Canes or pegs with tape
  - ▶ If essential, use reusable lights for night navigation events



### LOW ALTITUDE/LESS REMOTE TERRAIN

- ▶ Appreciate that there will be a broader user group and demand for this activity.
- ▶ Accept that waymarking will be a way of managing this demand.
- ▶ Acceptable temporary waymarking:
  - ▶ Canes or pegs with tape
  - ▶ Directional signs (e.g. corriboard arrows) appropriately fixed to existing route furniture or on temporary posts.
  - ▶ If on waymarked routes – use the in-situ waymarking, don't unnecessarily add to it.
- ▶ Spray paint should not be used – even chalk based paints.





# 4: Sample Stakeholder Mapping Resource

Name of Event – Stakeholder Mapping							
Stakeholder List/Analysis:							
Identified Stakeholder	Stakeholder Category	Stakeholder Analysis				Prioritise	Comment / Note / Communication Objective
		Collaborate	Involve	Consult	Inform		
x County Council	Local Authority	x				High	
John Smith	Landowner	x				High	
Media					x	Low	
NGO			x			Medium	
Leave No Trace		x				High	



# Stakeholder Contact Sheet

Organisation	Contact Name	Role/Title	Email	Contact No.
		Event Organiser		



# Stakeholder Contact Sheet

Organisation	Contact Name	Role/Title	Email	Contact No.



# Key Contacts



## Useful contacts to obtain permission/permits and/or further advice.

- ▶ Rural Recreation Officers  
[www.gov.ie/en/publication/925db9-rural-recreation-officers/](http://www.gov.ie/en/publication/925db9-rural-recreation-officers/)
- ▶ Local Development Companies  
[ildn.ie](http://ildn.ie)
- ▶ National Parks and Wildlife Service  
[www.npws.ie](http://www.npws.ie)
- ▶ Local Authorities  
[www.gov.ie/en/publication/942f74-local-authorities/](http://www.gov.ie/en/publication/942f74-local-authorities/)
- ▶ Coillte  
[www.coillte.ie](http://www.coillte.ie)
- ▶ Waterways Ireland  
[www.waterwaysireland.org](http://www.waterwaysireland.org)
- ▶ An Garda Síochána  
[www.garda.ie](http://www.garda.ie)
- ▶ National Governing Bodies (NGBs) eg., Canoe Ireland, Triathlon Ireland etc  
[www.sportireland.ie/national-governing-bodies/ngb-contact-finder](http://www.sportireland.ie/national-governing-bodies/ngb-contact-finder)
- ▶ Office of Public Works (OPW)  
[www.gov.ie/en/organisation/office-of-public-works/](http://www.gov.ie/en/organisation/office-of-public-works/)
- ▶ Fáilte Ireland  
[www.failteireland.ie](http://www.failteireland.ie)
- ▶ Mountaineering Ireland  
[www.mountaineering.ie](http://www.mountaineering.ie)
- ▶ Sport Ireland  
[www.sportireland.ie](http://www.sportireland.ie)
- ▶ Irish Uplands Forum  
[irishuplandsforum.org](http://irishuplandsforum.org)
- ▶ Irish Association for Adventure Tourism  
[iaat.ie](http://iaat.ie)
- ▶ Leave No Trace Ireland  
[www.leavenotraceireland.org](http://www.leavenotraceireland.org)
- ▶ St. John Ambulance Service  
[www.stjohn.ie](http://www.stjohn.ie)
- ▶ Irish Farmers Association (IFA)  
[www.ifa.ie](http://www.ifa.ie)
- ▶ Irish Creamery Milk Suppliers Association (ICMSA) [icmsa.ie](http://icmsa.ie)
- ▶ The Heritage Council  
[www.heritagecouncil.ie](http://www.heritagecouncil.ie)
- ▶ Irish Mountain Running Association  
[imra.ie](http://imra.ie)



# 5: Calling all Water Enthusiasts!

**STOP  
THE  
SPREAD**

Invasive plants and animals harm our wildlife and environment. They can damage boat engines, clog propellers, and block waterways. Contaminated boats, kayaks, canoes and boards can cause their spread.



**Report any invasive species you find, including:**



*Fish Diseases*



*Quagga Mussel*



*African Curly  
Waterweed*



*Killer Shrimp*

**Protect the environment you enjoy by keeping your watercraft and kit free of invasive species**



## CHECK

**Check** watercraft, equipment and clothing after leaving the water for mud, aquatic animals or plant material. Remove anything you find and leave it at the site. Reapply anti-fouling paint annually.

## CLEAN

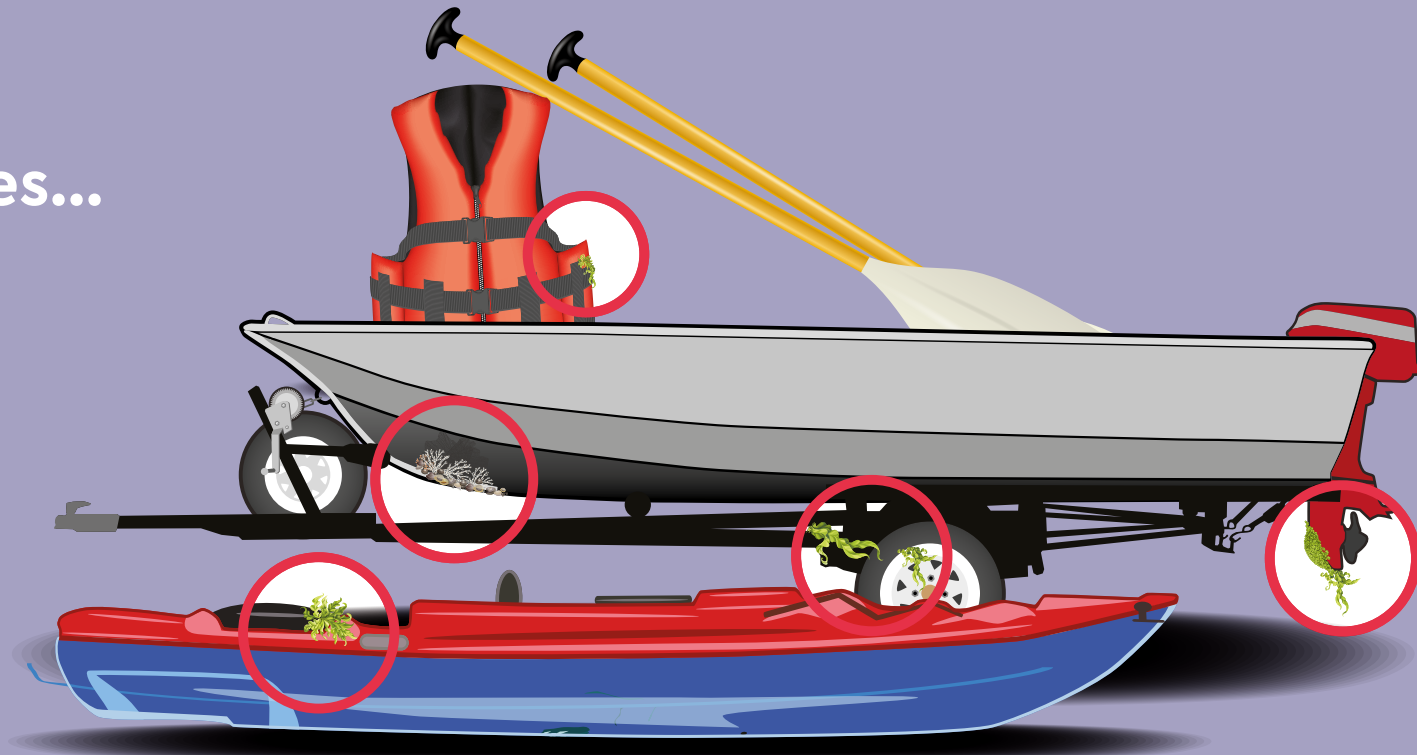
**Clean** everything thoroughly as soon as you can, paying attention to ropes, fenders, bilges, bow thrusters, trailers, and areas that are damp and hard to access. Use hot water (at least 45°C) if you can.

## DRY

**Dry** - drain water from every part of your watercraft. Dry everything for at least 48 hours before using elsewhere, as some invasive plants and animals can survive for weeks in damp conditions.

**Disinfect** all items if complete drying is not possible.

Remember to check these places...



# 6: Participant Charter

CLICK HERE  
TO ACCESS EDITABLE  
PARTICIPANT CHARTER

## ORGANISING OUTDOOR ACTIVITY EVENTS Participant Charter

**We, the event organisers are committed to ensuring that this event is organised and delivered in a way that minimises any impact on the landscape, heritage features, plants, and wildlife. We ask that participants in this event commit to helping us by signing and adhering to this participant charter. As a participant I commit to:**

1. Being aware of the possible risks associated with the activity and the terrain involved, and being well prepared for this event.
2. Being respectful of the fact that I am the guest of local landowners.
3. Being sustainable wherever possible – using public transport if possible and carpooling if this option isn't available.
4. I will avoid single-use plastic, and bring all waste back for appropriate disposal.
5. Adopting the Leave No Trace principles.
6. Where vehicular transport is necessary, I will park responsibly; leave gates as found; and adhere to directions in relation to dogs and/or drones.
7. Minimising my impact on the local environment by keeping to the assigned trails/paths, not leaving behind any litter, and taking care to prevent disturbance to local wildlife, agricultural crops, and livestock.
8. Remembering that I am a guest in the local community – I will avoid causing undue noise, avail of the toilet facilities provided and make a positive impact where I can by using local shops and services.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

[www.leaveontraceireland.org/education/education-introduction](http://www.leaveontraceireland.org/education/education-introduction)



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Ár dTodhchaí  
Tuaithe  
Our Rural  
Future





# 7: Organiser Charter

CLICK HERE  
TO ACCESS EDITABLE  
ORGANISER CHARTER

## ORGANISING OUTDOOR ACTIVITY EVENTS Organiser Charter

**We, the event organisers are committed to ensuring that this event is organised and delivered in a way that minimises any impact on the landscape, heritage features, plants, and wildlife. We are committed to signing up and adhering to this organisers charter. As event organisers we commit to:**

1. Planning and preparing for a safe and well organised event by completing an Event Management Plan, Risk Assessment, and Stakeholder mapping sheet.
2. Obtaining clear permission from all private and public landowners to access land and to be respectful of this permission.
3. Abiding by all relevant legislation for the event to ensure all activities are safe and do not endanger employees, volunteers, participants, or the general public.
4. Minimise any impact to the local environment by marking out assigned trails/paths clearly and taking full necessary precautions to ensure no disturbance to local wildlife, agricultural crops, and livestock.
5. Highlighting to all participants that they are guests in the local community and will encourage using local shops and services.
6. Hosting a sustainable event and encouraging the use of public transport and carpooling.
7. Avoiding single use plastic and bringing all waste including signage back for appropriate disposal.
8. Adopt the Leave No Trace principles as a framework to guide the delivery of a responsible and sustainable outdoor event.
9. Checking that routes selected are not in Special Areas of Conservation (SACs) or Special Protected Areas (SPAs). These areas will be avoided where possible and liaison with NPWS will be carried out. Environmental Assessments and any associated consent applications will be undertaken if required.
10. Communicate clearly to all participants before, during and after the event on issues such as responsible parking, noise management, litter management, dogs and drones.
11. Working with Stakeholders to ensure the biodiversity plan for the event is aligned with local and national biodiversity action plans.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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An Roinn Forbartha  
Tuaithe agus Pobail  
Department of Rural and  
Community Development

COILLTE



SPÓRT ÉIREANN  
SPORT IRELAND



OPW  
Oifig na  
nOibreacha Poiblí  
Office of Public Works



Irish Uplands Forum  
Fórum Choch na hÉireann  
www.irishuplandsforum.org  
Promoting sustainable management of the Uplands



IFA



An Chomhairle Oidhreachta  
The Heritage Council



NPWS  
An Gairbhí Mórcaim  
Náisiúnta agus Fíadhlúsa  
National Parks and Wildlife  
Service



IAAT  
IRELAND'S ASSOCIATION  
FOR ADVENTURE TOURISM