

**RULES AND REGULATIONS**  
**(APRIL 2026)**

**CCD**  
**THE CONVENTION**  
**CENTRE DUBLIN**

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## 1 INTRODUCTION

These regulations, prepared by The Convention Centre Dublin (The CCD), shall be observed and performed by all clients, event organisers, stand holders and other sub-licencees, and their contractors, subcontractors, agents and servants.

These regulations are in addition to:

- all statutory regulations and requirements of the Authorities;
- the terms and conditions of the material damage and public liability insurance policies effected by The Convention Centre Dublin and
- the Standard Contractual Terms embodied in the Hire Agreement.

The CCD Rules and Regulations document provides practical guidance in complying with the requirements of The CCD and relevant statutory requirements.

It is intended to provide guidance for some of the more common situations that may arise during the course of planning and running an exhibition or event at The CCD. The guidance does not constitute a set of statutory requirements, but will be taken into account when considering whether work at the design stage, or during construction and use, complies with the particular regulatory requirement.

## 2 HEALTH AND SAFETY RESPONSIBILITY FOR RUNNING EVENTS AT THE CCD

- The Convention Centre Dublin (the “Venue”) is committed to high standards in Health and Safety. To ensure that your event runs smoothly and safely, we have developed our Rules and Regulations document (the “Rules”), which outlines your obligations and compliance requirements with health and safety legislation. We would ask that this information is shared with your staff and sub-contractors well in advance of your event. The purpose of this note is to give a brief outline of some of the responsibilities of the customer. However, this note is no substitute for the Rules, which the customer is required to comply with.
- As outlined in your contract, during the licence period, the customer is solely responsible for ensuring their event is run, organised and supervised in compliance with all Laws, in particular health and safety legislation and the Rules. It is critical that equipment, exhibits, stands, displays, hoardings, billboards, advertisements, performances, temporary structures and other structures or things that are erected or placed in or around the Venue by or on behalf of the customer and/or the customer’s sub-contractors, exhibitors, delegates or staff do not pose a health and safety risk and are compliant with applicable Laws and Rules.
- The customer is required to:
  - Appoint a competent person with responsibility for health and safety during the planning stage and the duration of the event licence period. Contact details must be provided to the Venue to ensure any health and safety queries can be addressed.
  - Supply suitable and sufficient risk assessment(s) to cover the event as a whole, including any activities associated with the event.
  - Provide a scaled drawing of any builds or layouts including the exhibition spaces, foyers, stage builds, common areas (minimum 1:200) for approval by the Venue.
  - This needs to outline the following:
    - The size and position of each exit for the space
    - The width and position of each gangway and position of each stand (including measurements)
    - Stages and features clearly identified such as shell scheme, space only or table top stands
    - Positions of any vehicles
    - Positions and details of any power requirements
- The customer / event organiser should obtain a method statement and a risk assessment for all stands / exhibits. These documents should be available for viewing by the Health and Safety Manager, prior to the event commencing. The information must also be readily available for viewing by any enforcement authority representatives that may visit the Venue during your licence period.
- Where relevant, this needs to include the following:
  - Fire certs for all flammable materials used on stands/or being brought into the Venue. The main part of the stand, the front should be constructed to comply with the following; Class 1 or Class C/s3, d2.
  - Where a vehicle forms part of the display on the stand, a vehicle risk assessment form must be completed, including a risk assessment and verified certificate for 3L of fuel. This must be verified by The CCD.
  - All structures must be structurally sound, and all complex structures will require sign off by a structural engineer.

This explanatory note should be read in conjunction with the customers contact and the Rules. All defined terms are as per the contract between The CCD and the customer.

### 3 ACCESS

#### 3.1 Vehicular Access Control

Please visit the location and travel section for information about access to The CCD at: <http://www.theccd.ie/ccd/locationtravel>

Vehicle access is via a ramp located off Lower Mayor Street at the rear of the venue leading to an underground basement car park. The loading bay has a height limit of 4.3m, 14' 3". The weight limit of the ramp is 12.5Kn/m<sup>2</sup> with an axle load of 8.5 tonnes. The car park has a height limit of 2.1m.

All vehicles entering the loading bay areas must conform with the instructions given by CCD staff.

All personnel in control of vehicles using either the truck access road, loading bay or truck and van lifts must comply with instructions from CCD staff at all times.

There is a **HGV 5-axle ban** in force throughout Dublin city centre. Check the restriction zone map on the [www.hgv.ie](http://www.hgv.ie) website to plan your access point and route.

#### 3.2 Unloading and Loading

Unloading and loading may only be carried out in designated areas clear of the public highway. The CCD cannot authorise vehicles to wait or unload on public roads as this is in breach of local road traffic regulations.

Where the event organiser has supplied The CCD, contractors and exhibitors with specific load-in and load-out times, these times will be strictly implemented by CCD Security. Any vehicle arriving outside its allotted time will be asked to depart and return at their scheduled time. During build-up, vehicles requiring access to The CCD should be directed to the relevant goods entrance, where they will be unloaded as quickly as possible. The vehicles will then be immediately removed from the loading area and taken off site. Depending on the operational constraints of the event, a time allocation may be enforced in order to make space for other vehicles.

On-site parking is not permitted for any event vehicles including HGVs, Trucks, transits and cars. In order to maintain a free flow of access into and out of the service bays and the East Access Road, vehicles arriving on site will be subjected to the pre-determined timeframe for unloading and loading. This will have been agreed and communicated beforehand by the Exhibition Organiser.

For larger events, the facility to use a holding area may be required. In this instance, this will be communicated to the event organiser and a delivery load in and break down schedule must be prepared by the Event Organiser and submitted to The CCD 10 days prior to the first day of tenancy.

Once at the site, the driver will be logged, given an access permit and informed of the approximate waiting time. All access to and from The CCD will be managed by our Security team.

During an exhibition breakdown, stand contractors will not be permitted access to the venue for at least one hour after the closing time of the exhibition. This is to allow exhibitors sufficient time to break down and pack up their stands.

There is a public waiting area located in the Circle K service station, close to Dublin Port, on Promenade Road. This area can facilitate HGVs and long wheel-base vehicles and there may be a cost associated with staging here.

Access to The CCD can be facilitated via a truck lift or van lift. A separate entrance to the Forum Hall only is available on ground floor level. This access is via North Wall Quay, along the East Access Road of The CCD and through a roller shutter door. As space is limited, once your vehicle loading or unloading is complete, you will be asked to move your vehicle on to allow other vehicles to use the lifts or access the East Access Road.

### **3.3 Truck Lift**

The weight limit for the truck lift is 25,000kg. The truck lift can accommodate a trailer size of maximum 13600mm long x 2500mm wide x 4000mm high or, two vans of maximum 7345mm long x 2360mm wide x 3055mm high. The maximum dimensions of the truck lift entrance and exit are 3900mm wide x 3200mm high.

The truck and van lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

### **3.4 Van Lift**

The weight limit for the van lift is 6,000kg. The van lift can accommodate a vehicle of maximum 2360mm wide x 7345mm deep x 3055mm high. The maximum dimensions of the van lift entrance and exit are 2900mm wide x 3200mm high. Each lift serves our exhibition and conference halls. Please note that once your trailer or van is unloaded, you will be asked to remove it from the lift to facilitate the next vehicle requiring access.

### **3.5 East Access Door to Forum**

The dimensions of this door are 4560mm high by 5000mm wide. Please note, we do not accept event deliveries at our main entrance. For convenience, access to the East Road is controlled by our security team, who manage a strict loading and unloading time schedule.

### 3.6 Loading Bay Doors into Halls

Dimensions for loading doors in the Forum and Liffey are as follows.

<b>Forum</b>	
Loading Door 1 (on front of the van lift)	3225mm high and 3590mm wide
Loading Door 2 (on front of the truck lift)	3225mm high and 3775mm wide
<b>Liffey</b>	
Loading Door 1	3225mm high and 3960mm wide
<b>Auditorium Stage</b>	
Loading Door 1 (on front of the van lift)	2730mm high and 3110mm wide
Loading Door 2 (on front of the truck lift)	2850mm high and 3270mm wide

### 3.7 Passenger Lift and Escalator Information

There are four smaller passenger lifts front of house available for movement throughout the building. They have a maximum capacity of 1600kg in each. These can be used for transporting smaller boxes and handheld items only.

The CCD must be notified by the event organiser in advance of any requirement to transport goods to Levels 4 and 5, as these levels are only accessible by passenger lifts.

- Lift protection must be installed to facilitate this.
- We do not permit the transport of any items on our escalators.

Please see section on [Floor Loadings](#) for further information.

#### 4 ADVERTISING

The Event organiser is not permitted to fix any material to the external or internal walls, doors, columns or timber panels within The CCD without prior agreement from The CCD. The client requires The CCD approval in writing for any events, exhibitions, stands or displays, if they wish to fix any items to the walls or floors of the hall or suspend them from the ceilings or any other part of the structure of the contracted areas.

Advertisements, posters, banners, programmes or other matter relating to an event may not:

- Display content, text or copy which is undesirable, inappropriate, harmful (including harmful to the commercial interests of The CCD or others), offensive, obscene or otherwise illegal;
- Include a reference to any other activity taking place at The CCD whether at the same time as the exhibition or at any other time without the prior written consent of The CCD.

Promotion of an event or exhibition shall be subject to the following conditions:

- No advertisements or any other publicity material may contain any mention of The CCD, which do not comply in all respects with Dublin City Council planning legislation and regulations made under that legislation.
- No advertisements or other publicity material may be displayed or issued via any medium which contravenes legislation concerning trading standards (including without limitation the Consumer Protection Act 2007 and the Advertising Standards of Ireland), whether regarding pricing or additional charges, including charges for car parking, or otherwise.
- No advertisements may be placed outside The CCD unless they comply in all respects with Dublin City Council planning legislation and all regulations made there under, including any legislation protecting street furniture from unauthorised hanging of posters or any other publicity material. Weather condition may prohibit advertisements to the outside of the building.
- **Please send all you branding samples to your Event Manager along with the risk assessments and method statements for putting them in place.**

## 5 ANIMALS

Written application must be submitted to The CCD at least one month prior to the first day of tenancy in order to gain written consent for any animal, wild or domestic (except assistance animals) to be permitted on the premises. Without written approval, access of the animal (s) will be denied.

No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an exhibition and are approved by the venue. Pets must not be left in vehicles.

Exhibitions involving numbers of livestock may have to comply with the Protection of Animals Act 1911 and Amendment Act 1965 and the protection of Animal Health and Welfare Act 2013

Guidance on animal welfare and appropriate safety measures may be obtained from a suitably qualified veterinary officer, who may deem it necessary to carry out an on-site inspection.

A copy of the veterinary officer's report shall be submitted to the venue. Any costs incurred are the responsibility of the person seeking guidance or consent.

Animals must be appropriately supervised and sufficient welfare arrangements must be maintained, to the venue's satisfaction, and in accordance with the Protection of Animals Act 1911 and Amendment Act 1965, and the Protection of Animal Health and Welfare Act 2013. These arrangements should be detailed in a risk assessment and include the following.

1. Transport to and from site
2. Feeding
3. Housing
4. Security
5. Environment
6. Exercise
7. Cleaning and sanitary arrangements
8. Sleep/rest
9. Protection from pain, injury, suffering and disease
10. Evacuation in an emergency

Where appropriate, suitable guards/enclosures shall be provided and warning notices prominently displayed, in order to protect the public.

## 6 BABY CHANGING AND FEEDING FACILITIES

### Baby Changing Facilities

Ground	Unisex West Side
First Floor	Unisex East Side
Second Floor	Unisex Middle of Foyer
Third Floor	Unisex East Side

If you require baby feeding facilities at your event, please talk to your Event Manager.

## 7 DRONES BALLOONS, AIRSHIPS AND BLIMPS

The use of balloons, airships and blimps within the venue is strictly regulated. Please note that if you do wish to have balloons at your event, should any escape to the roof there will be a cost in retrieving the balloon.

When placing or moving balloons, the location of sprinkler heads should be noted so as to avoid accidental activation or damage.

Any fixing to a stand structure shall be of such nature as not to cause excessive stress on the structure and shall be of sufficient strength and durability to ensure continuous safety and stability. The arrangement for tethering shall be of such a means as not to allow accidental or inadvertent escape of the balloon(s).

Spare gas cylinders are not permitted to be stored on site. Refilling the balloon(s) with compressed gas may not take place during the time an exhibition/event is open to visitors. Please also refer to section on Compressed Gases.

Organisers are advised that they will be held responsible for any costs incurred for repairing damage to the air-handling units within the halls due to gas filled balloons being drawn into the units, and for removing balloons from the roof structures.

### 7.1 Drones and UAVs

The use of drones within the venue is strictly regulated and it is forbidden to fly drones over the heads of any spectators. Low ceiling heights, combined with building hazards such as the sprinkler system, technical equipment and light fixtures, means that it is not safe to operate drones inside the venue. If a demonstration of the operation of a drone is necessary for an event, the flight area must be completely segregated by creating an enclosure with mesh so that the drones can be viewed but remain isolated from persons' viewing.

All requests to operate drones should be directed to the Technical Production Manager. A full risk assessment and method statement for their use must be submitted to the venue no later than 28 days prior to the first day of the licence period.

The following must be considered when carrying out the risk assessment:

- The use of gas or batteries;
- Equipment failure;
- Obstacles within the exhibition, including drop wires, cables, truss, stands and signage;
- The possibility of items falling from the equipment; and
- Compliance with the venue's rules and regulations.

## **8 BETTING AND GAMBLING**

Any proposals which include elements of betting, gambling and gaming will require the prior approval of The CCD. Gaming activities include raffles, lotteries, prize draws and some charity collections, where profit-making occurs.

The CCD must be notified in writing of any proposal to undertake these activities, no later than 28 days prior to the licence period.

Where necessary, the relevant licences must be obtained and provided to the venue before any activity will be allowed to take place.

All gambling and betting must be in accordance with applicable legislation.

## 9 CAPACITY LEVELS AND CROWD MANAGEMENT

**The overall capacity of the building as per our fire certificate is 9,012\* persons.**

**\*This is without furniture, exhibitions or hospitality.**

**Each room and floor has its own individual capacities. These vary depending on the clients requirements. Please speak to the venue on room capacities.**

### 9.1 Event Planning

The organiser must inform the venue of anticipated attendance figures for the event during tenancy negotiations, in order that suitable spaces can be agreed. This will also take into account maximum room capacities and concurrent tenancies.

The number of people that may be accommodated within the event at any one time will depend on the floor layout and number of exits available. This number includes exhibitors and staff and must not be exceeded.

The floor layout must also take into account any significant features which may lead to crowding in any one area and sufficient space must be allowed in order to avoid 'hot-spots' or the blocking of fire exits. Stands carrying out demonstrations should not be grouped together and must have a viewing area within the stand.

During the planning process, the organiser must provide the venue with the following information.

- Daily breakdown of anticipated attendance
- Advance ticket sales or registration figures
- Number of complimentary tickets; details of special offers and marketing campaigns
- Mix of visitors, for example, male/female, children, babies, senior citizens and any other groups with special requirements, for example, people with disabilities
- Profile of ticket sales and 'turn around', that is - how long the visitors stay and at what time the majority arrives
- Anticipated attendance in addition to pre-booked numbers
- Anticipated number of coaches or shuttle buses, if applicable
- Anticipated numbers of wheelchair or mobility scooter users
- Location of registration desks or ticket kiosks and catalogue points

Maximum permissible capacities for each hall, floor and meeting room may be obtained from the venue. Final capacities need to be considered following submission of details by the client for their event, for example, are delegates standing, seated, are there any exhibition stands or furniture? Individual floor and room capacity levels cannot be exceeded and capacities may reduce depending on the client's layout requirements.

Event organisers must have a system in place which enables them to monitor and verify the number of people at the event at any time.

### 9.2 Control Measures

The event risk assessment must detail measures to be put into place to control queues both inside and outside the building, should the maximum attendance limit be reached. Additional control measures may be put in place if there is a situation where capacity levels may be exceeded. This may involve the location of crowd control barriers external to the building. Any additional costs will be passed onto the client. For high capacity events, a system must be in place for the monitoring of capacities for the duration of the event.

- Amendments to the layout plan to incorporate space for additional catering areas, wider gangways, queues and viewing areas;
- People counting – CCD staff (Security and Hosts) using clickers to count people into and out

- of the space in use;
- Additional staff to monitor circulation levels (Security and Hosts);
- One way systems in place for entry and egress into space;
- Overflow areas identified;
- Tickets taken off sale for ticketed events;
- Stands carrying out demonstrations should not be grouped together;
- Allow for wider gangways and provision for queuing and viewing areas;
- Additional signage;
- Additional information on the event website; and
- Other considerations for specific events, for example, where large numbers of wheelchairs, mobility scooters/prams and/or small children are anticipated.

### **9.3 Capacity Chart**

Room and hall capacities are pre-determined by the Fire Officer as shown on our capacity chart. The building can hold 9,012 persons at any one time across all floors. Only 5,892 persons can be on Level 1-5 at any one time.

Each room and floor has individual capacities. In our halls (Wicklow and Liffey) and larger spaces (Forum and Liffey), these capacities include provision for a stage. In meeting rooms they include provision for a lectern only.

However, please bear in mind that these capacities are based on certain criteria. If the use of the space is different, the capacities will alter. Please speak to the venue for capacity criteria.

Foyer capacities take into account the pre-determined Fire Officer capacity and any way leave requirements. If there is additional foyer furniture in place, this is also then taken into account when determining the capacity.

FOYER	FIRE CAPACITY (PAX)	TOTAL USABLE FOYER SPACE (SQM)	STANDARD FURNITURE SET UP (SQM)	FOYER CAPACITY @1M2 PER PERSON (PAX)
Ground Floor	750			750
Level 1	536	387	33	354
Level 2	492	360	28	332
Level 3	750	838	40	710
Level 4	420	325	40	285
Level 5	374	325	30	295

Floor Capacity	FIRE CAPACITY (PAX)
Ground Floor	3120
Level 1	2210
Level 2	1600
Level 3	1333
Level 4	960
Level 5	960

Only 5,892 persons can be on Level 1 - 5 at any one time.

<b>For:</b>	The Convention Centre Dublin	<b>Issue Date:</b>	July 2023
<b>Document:</b>	Emergency Evacuation Plan	<b>Compiled By: Approved By:</b>	Ann Hughes Stephen Meehan

## 10 CHILDREN ON SITE

Children under 16 are not allowed in the halls during build-up and breakdown. This rule is strictly enforced by our Security team.

A clear policy must be in place with regard to allowing children entry to the event. This must be communicated to all relevant parties.

Any event which has a large number of children attending as visitors must have an enhanced security/stewarding presence, in accordance with the requirements identified in the event risk assessment provided by the event organiser to The CCD. The organiser must take into account of the building layout when carrying out the risk assessment, in particular the foyers, balustrades, lifts and escalators. The cost for these additional staffing levels will be passed onto the event organiser. A lost children point may be required where there are a lot of children on site.

### 10.1 Children at Events where Alcohol is Being Served

#### General Prohibition

It is an offence to allow a person under the age of 18 to be in the bar of a licensed premises. This offence is contained within Section 34(1) of the Intoxicating Liquor Act 1988 ("the 1988 Act") as amended by Section 14 of the Intoxicating Liquor Act 2003 ("the 2003 Act") and Section 1 of the Intoxicating Liquor Act 2004 ("the 2004 Act") and is subject to exceptions dealt with below.

#### 10.2 Exceptions

The exceptions to this legislation are contained within Section 34 of the 1988 Act as amended by Section 14 of the 2003 Act, namely:

1. Where the person under 18 is a child of the licence holder.
2. The person under 18 resides in the licensed premises (for example, a hotel guest).
3. The person under the age of 18 is passing through the licensed premises to gain access or egress from the premises.
4. The person under 18 is employed by the licensed premises.
5. Children accompanied by their parent may be in the bar of the licensed premises up to 9 pm (or 10 pm during the months of May – September) (Section 34(2)(a)).

#### 10.3 Private Function Exceptions

1. A child accompanied by a parent or guardian can be in the bar of a licensed premises after the hours stipulated, provided that a **substantial meal is served** to persons attending the function (Section 34(4) of the 1988 Act as inserted by Section 14 of the 2003 Act).
2. A person who is aged between 15 and 18 may be in the bar of a licensed premises after the permitted times only on the occasion of a private function at which a **substantial meal is served** to persons attending the function, and only during permitted licensing hours.
3. However, an event organiser can refuse entry if a child's presence in a bar could reasonably be regarded as injurious to their health, safety or welfare.

#### 10.4 Parent/Guardian

1. Section 34(2)(a) of the 1988 Act as inserted by S.14 of the 2003 Act states that a child cannot be in the bar during opening hours unless accompanied by a parent or guardian.
2. A person aged between 15 and 18 can be in the bar up until 9 p.m. (or 10 p.m. during summer hours) without the requirement of a parent or guardian.

#### 10.5 Summary

For a private function where a substantial meal is being served, if accompanied by a parent or guardian, a person under the age of 18 may continue to be present beyond 9 pm (or 10 pm during summer months).

## **10.6 Liability**

The following parties can face sanctions for breaching the relevant provisions.

## **10.7 Parent / Guardian Liability**

If a child is present in a bar at a time when their presence is not permitted by law, a parent or guardian is liable to a fine not exceeding €300 (Section 34(7) of the 1988 Act (as amended by S.14 of the 1988 Act)).

A legitimate defense to the above would be where the parent/guardian establishes that the child was at the licensed premises without their knowledge or consent or any of the exceptions contained within Section 34(5) (as amended).

## **10.8 Licence Holder**

A licence holder who contravenes Section 34(1) is liable on summary conviction to a fine not exceeding €300 for a first offence or €500 for any subsequent offence; as contained within Section 34(6) of the amended 1988 Act.

Under Section 34(8), it is a legitimate defense for the licence holder to prove that he/she used all due diligence to prevent the person concerned being admitted, or remaining in the bar.

## **10.9 Persons aged 18-21**

A person aged between 18 and 21 may only be in the bar of a licensed premises after 9 pm (or 10 pm in the summer months) if he or she has an identity document containing their photograph and proof of age. According to Section 15(2) of the 2003 Act, a suitable form of identification is either:

1. an age card;
2. passport;
3. I.D. card issued by an EU member state;
4. Drivers Licence; or
5. a document issued by a body and in a form as prescribed by regulations issued by the Minister.

In accordance with Section 15(4) of the 2003 Act, a licence holder (or any person who contravenes section 15) is liable to a summary conviction and fine of €1,500 for a first offence and €2,000 for any subsequent offences. Any person aged 18-21 who contravenes this section shall also be liable to a fine of €300.

## 11 CLEANING AND WASTE REMOVAL

To comply with The Waste Management Act 1996-2008, waste materials shall not be abandoned on site, or deposited in The CCD waste containers or skips.

The organiser, exhibitors and contractors are responsible for the removal of any other waste, including the following.

- Carpet - except scraps
- Crates/pallets
- Building waste, such as bricks, sand and stand fitting materials
- Metal work
- Large items that will not fit into rubbish receptacles or that need to be removed by mechanical means
- Hazardous waste – for example, paints, solvents, chemicals, clinical waste, aerosols, oils or lubricants, including rags used in the application of these substances
- Cooking oils
- Strip lights (fluorescent tubes) and light bulbs
- Material produced by working demonstrations of exhibits.
- Sharps, needles and other hazardous medical equipment and waste.

In accordance with the Waste Management Act 1996-2008, items requiring disposal shall be removed by an approved waste carrier and taken to a licensed waste management company. The venue can provide quotes, on request, for making the necessary arrangements.

All such items must be removed from the exhibition halls in sufficient time for the venue's cleaning contractor to clean the floors within tenancy hours on the last day of the licence period. If such items are not removed, the venue may arrange for their removal and any associated costs will be passed on to the organiser.

The venue accepts no responsibility for any items left on the premises after tenancy hours on the final day of the licence period.

### 11.1 Build Up Waste Removal

The organiser and their appointed contractors are responsible for the management of the halls. All gangways should be maintained and there should be a clear route provided to all fire exits during the build-up of the event. If there is no clear route the clearing of gangways cannot take place, therefore potentially delaying the build of an exhibition and/or event. The event organiser, in conjunction, with the exhibitors and contractors are to monitor the gangways ensuring that all stand fitting, product and equipment are not blocking access for the cleaning team.

Below summarises our cleaning services during the build.

- Gangway recycling waste is removed as generated, excluding recycling waste on exhibition stands or recycling waste generated during the set-up of a working demonstration of exhibits.
- Any items left in the gangway will be deemed as recycling waste and disposed of.
- Clean, dry and leave in a slip-free condition.
- Position hazard signs as appropriate.
- Remove and dispose of any breakages of glass in a safe manner.

### 11.2 Build Up Pre-Clean

On the last day of build-up, all work in the nature of construction or erection of stands at an exhibition must be completed. All vehicles, plant, ladders, trestles, scaffolds, trolleys, spare material and other items used in connection with the construction and erection of stands at an exhibition must be removed from the halls. At the same time all exhibits and exhibitors' materials required for that exhibition must be removed from the gangways in the halls and placed on stand areas to allow CCD Cleaning to sweep the gangways and clear the recycling waste from the halls overnight.

The organiser must provide adequate access and freedom of movement to allow the cleaning operation to take place in reasonable time prior to the commencement of the open period. If sufficient time is not provided by the organiser and the exhibitors, cleaning may not be completed and therefore may lead to the opening of the exhibition being delayed.

### **11.3 Exhibition Stand Cleaning**

General cleaning of the exhibition hall will take place during exhibition build and prior to the exhibition opening each day. This service is free of charge to exhibitors. Unwanted paper and packaging should be placed in the aisles at the end of each day for collection and recycling. It is the responsibility of each exhibitor to ensure their stand is clean and tidy. Cleaning of exhibition stands can be facilitated at a cost to the exhibitor. This must be pre-ordered via our online ordering facility at [www.theccd.ie](http://www.theccd.ie).

Please be aware that, with the exception of recyclable paper, cardboard and food and beverage packaging materials (except polystyrene), all exhibitors are required to dispose of their own rubbish. This includes wooden pallets, unwanted stand building materials, unwanted carpet and associated flooring materials.

### **11.4 Cleaning During the Exhibition or Event**

The organiser must provide adequate access and freedom of movement to allow the cleaning operation to take place daily with particular consideration to opening or performance times.

After an exhibition has closed each day, stand holders must use clear plastic bags and segregate their waste for recycling collection (no liquids please) into the following categories.

- **Dry mixed recyclables** - Empty plastic bottles non confidential paper, newspaper magazines, empty cans, clear plastic wrap, empty Tetra Pak.
- **Food waste** – Fruit, teabags, banana skins, all types of catering food waste, paper napkins, paper hand towels, soiled paper plates.
- **Glass** - All types of empty glass bottle. The clear plastic bag must then be placed in the gangways following the closure of the exhibition for removal by the night cleaning staff.

Under no circumstance must recycled waste be placed in the gangways other than in clear plastic bags, or at other times than as stipulated above. Any other items left in the gangway will be deemed as recycling and disposed of.

#### **Additional Charges**

Wash basins and toilets within the washroom facilities throughout the centre are not to be used for disposing of tealeaves, waste food etc. The cost of clearing blockages in the drainage system through this cause will be charged to the client.

### **11.5 Waste Removal after the Exhibition**

At the end of the exhibition or event, the event organiser must ensure that all contractors and exhibitors are aware of the process for removal of recycling waste. The contractors and exhibitors are responsible for the removal of all waste, debris and stand fitting created in the dismantling of their stand.

Unless otherwise agreed with the event organiser, the cleaning operation should not commence until the organisers' deadline has expired. This is to ensure the health, safety and welfare of the service provider's staff, and contractors working within the exhibition halls. This time also reduces the possibility of any items being inadvertently disposed of.

#### **Confetti and Glitter**

Both confetti and glitter may have an additional charge for cleaning depending on its use. Confetti bombs will need approval from the venue.

## **11.6 Hazardous Waste**

The venue must be notified at least 28 days prior to tenancy of any Hazardous Waste, as defined by The Waste Management Act 1996-2008 Section 4 (2) and as listed in Schedule two of the Act, that may be generated during the open period or left after a show. Examples: solvents, paints, inks, oil, contaminated rags with oil or paint, aerosols, chemicals, unmarked liquids, tyres, electrical equipment. The disposal of such waste will incur additional costs. Clinical waste is also covered under the Hazardous Waste Regulations in the Second Schedule, Part 1 as listed under Category 1 Waste.

## **11.7 Medical Nature, Paints, Solvents, Raw Meats and Chemical Waste**

If you need to dispose of waste at the end of your event which is of a medical nature or paints, solvents or chemical waste, please contact your Event Manager, and a skip or appropriate safe disposal can be arranged by quotation.

The client shall notify The CCD of the use of paints, solvents, sharps, needles, raw meats and chemicals. At the end of the licence period, the client shall remove all paints, solvents, sodium lamps, sharps, needles, raw meats, fluorescent tubes and chemicals from the venue. Those requiring disposal shall be removed by an approved waste carrier, and taken to a waste manager licensed to accept such waste. The CCD can quote, on request, for making the necessary arrangements. Costs for proper disposal will be re-charged where materials are left behind.

## **11.8 Skip Hire**

Skips can be provided on hire for the removing and disposing of crates, carpets, stand fitting materials, and other items by the exhibitor or its contractor, whether before, during or after the exhibition.

Any skip brought into the exhibition halls must be ordered through the venue. Third party skips are not permitted into the exhibition halls.

In the event of any materials being abandoned in the halls, the show organiser will be liable to meet the costs incurred by The CCD in arranging their disposal.

## **11.9 Waste**

### **Production / Excessive Waste**

The venue must be notified at least 28 days prior to tenancy of any waste that may be produced as a result of a working demonstration of exhibits or if a stand has excessive waste through the day where regular collections have to be made. The disposal of such waste will incur additional costs.

## 12 COMPRESSED GASES - ACETYLENE/ LPG

- Details of any proposed use of compressed gas must be submitted to the venue no later than 30 days prior to tenancy and must include the gases or liquids proposed, and sizes of cylinders or vessels with their working pressures.
- No compressed gas or Liquefied Petroleum Gas (LPG) shall be used within the venue without the prior written consent of the venue.
- Flammable gases must comply with the Non-Domestic Gas Installation Standard and Part 8: Explosive Atmospheres at Places of Work of the Safety, Health and Safety at Work (General Application) Regulations 2007 and Dangerous Substances Regulations.
- Suitable warning notices shall be provided, where appropriate, drawing attention to the flammable nature of the materials.
- Compressed gas cylinders or vessels containing liquids or gas under pressure shall be stored in a position agreed by the venue and only those cylinders required for immediate use shall remain on a stand in a secured/protected location
- All such materials in excess of the requirements for one day's exhibition shall be stored away from the stand in a properly constructed flammable materials store.
- All connections must be made by a Registered Gas Installer, registered with RGII in conformance with Irish Installation Standards (I.S. 813 or I.S. 820). A completion certificate, signed by the installer, should be submitted to the venue.
- Cylinders and other vessels shall not be connected or disconnected during the time that an exhibition is open to visitors.
- Cylinders shall be constructed and stamped in accordance with EN 1089-3 and be painted with identifying colours in accordance with BS 349; 1973, 'Identification of Contents of Industrial Gas Cylinders'.
- Vessels containing liquids or gases under pressure (other than compressed gas cylinders complying with EN 1089-3) shall be fitted with safety valves of an approved type.
- Where such vessels are used, a certificate in respect of a recent pressure test of each vessel shall be available for inspection.
- A safety data sheet needs to be provided for any gases coming on site.

### 12.1 Liquid Petroleum Gas (LPG)

The CCD Health and Safety Department must be notified at least six weeks in advance of any proposed use of LPG.

- LPG may only be used with the consent of The CCD.
- Only one bottle of LPG, sufficient for one day's use, can be inside at any one time; all other bottles are required to be kept in a secure environment outside the building.
- There shall be no connections to or disconnection of LPG whilst the exhibition or event is open to visitors.
- All empty cylinders must to be removed from the venue.
- Please note that the use of LPG Gas at the venue is subject to the approval of the venue's fire consultants and Dublin Fire Brigade. Any costs incurred through the procurement of their services will be at the expense of the client.
- All LPG connections must be made by a Gas Safe Registered installer with ACS certification. A completion certificate, signed by the installer, should be submitted to the venue.

## 13 CRÈCHES

The Childcare Act 1991 and Childcare Regulations 1996 and 1997 apply to crèches at events. Any crèche in the venue will generally be of a temporary nature and will normally come under the five day rule, that is, not in the same location for more than five days per year.

Any event organiser who intends to have a crèche facility at their event must ensure that the crèche provider is competent, qualified and carries the relevant insurance.

The event organiser must provide the venue with details of any crèche no later than 28 days prior to tenancy. Details shall include the layout, its proximity to toilet facilities and emergency exits, details of the names, ages, numbers and experience of staff running it and any age restrictions for children. A risk assessment must be carried out and must include procedures to be followed in an emergency.

### 13.1 Health and Safety Requirements

- Crèches should be sited on the first floor if possible and close to toilet facilities and exits.
- Adequate play space should be provided.
- Dangerous substances and equipment should be kept out of children's reach, preferably in a locked cupboard.
- Power points within children's reach should be fitted with safety covers.
- Cleaning of the crèche must take place before the children arrive.
- Proper arrangements must be made for the children's safe arrival and departure.
- The entrance should have a lobby area in order to allow space for parents booking children in and to help prevent children escaping.
- Children should be supervised at all times whilst on the premises.
- Any barriers must be high enough to prevent children from being lifted out.
- A safe storage area, inaccessible to children, must be provided for staff bags and belongings.
- Any cords must be tied up out of children's reach.
- An information sheet and plan should be produced and issued to parents detailing the location of the crèche and the location of the evacuation point in case of an emergency.
- Staff must be qualified (minimum of two staff required) and inducted prior to the children's arrival.

## 14 DILAPIDATIONS AND DAMAGE

Any damage to the venue, over and above normal wear and tear to the building, will be charged to the client accordingly.

A pre-event dilapidation inspection will take place before the exhibition build commences. This will identify any damage to the areas in use already in place. This will then be monitored during build up, open dates and break down.

It is important to note that you will be charged for making good any damage to the areas in use for your event, including the floor, caused by your staff or contractors.

- Tape used to secure flooring must be removed at the end of the exhibition.
- All stands must be entirely self-supporting; under no circumstances should anything be attached to the fabric of the venue.
- Nails and screws must not be used in the floors or the walls of the venue, nor must anything be attached to roof bars or trusses.
- To prevent marking of the walls or ceilings, ladders, building material, equipment must not be rested against the walls unless it is safe to do so and the wall/ceilings are protected.
- All fixings or attachments to, or penetration of, the fabric, structure or floors on The CCD's premises shall be carried out by The CCD appointed staff at the expense of the organiser requiring the service.
- All flooring such as tiled or paved surfaces, or carpeted surface must have additional protection when placing any materials/structure on them or carrying out any works. Items must be lifted on these surfaces and not dragged along.

Please note that items stuck to the fabrication of the building in any area will not be tolerated and will be removed immediately.

Once the exhibition breakdown is complete, a final dilapidation inspection will take place. The CCD will communicate any dilapidations to the client with any costs for repair or replacement.

Please contact your Event Manager for further details on dilapidations.

## 15 DISABLED ACCESS

As a purpose-built, world-class conference venue we have incorporated into the design not only the legislative requirements for accessibility, but also our desire to make the venue welcoming for all.

We ensure disabled visitors are given the same opportunities as able-bodied visitors. Exhibitors should also make sure their stands allow unrestricted access to disabled visitors.

Stands should be designed to ensure that it is not unreasonably difficult for a disabled person to access the stand. Any ramps that are put in place must fit within the footprint of the stand.

### 15.1 Assistance Dogs

We welcome assistance dogs in all parts of our venue and will provide water bowls on request. Please ask a member of our staff.

### 15.2 Assisted Hearing

- Liffey Meeting Rooms 1-5, Liffey Boardrooms 1-4, Wicklow Meeting Rooms 1-5 and the Ecocem Room have an induction loop system.
- Liffey 1 and 2, Wicklow 1 and 2, The Forum and The Liffey have infra-red radiators (two channel system), which can be used with either a stethoscope or neck-worn induction loop.
- The Auditorium has infra-red radiators (seven channel system), which can be used with either a stethoscope or neck-worn induction loop.
- Free stethoscopes are available to borrow, alternatively if you wear a hearing aid, you may borrow a neck-worn induction loop which can be used in conjunction with the “T” position on your hearing aid.

### 15.3 Describer System

A describer system for the visually impaired is fitted in Liffey Hall 1 and 2, Wicklow Hall 1 and 2, The Forum, The Liffey and The Auditorium. To find out if your event has a describer please contact your Event Manager.

### 15.4 Facilities for Visitors with Visual Impairments

- All rooms, halls and toilets are signposted in large print and braille.
- CCD Hosts are available to assist visitors to their event or seat if required.

### 15.5 Fire and Emergency

- Our CCD Security officers and CCD Hosts are fully trained in evacuation procedures for those with limited mobility.
- In the event of an evacuation you will be escorted to the nearest refuge point by a CCD Host or member of CCD Security.
- Refuge points for customers with limited mobility are located throughout the venue.
- If you have an assistance dog, the dog should also go to the refuge.

### 15.6 Lifts and Stairs

- The CCD main entrance is accessible via a ramp.
- We offer lift access to all levels, in addition to escalators and stairwells.
- All lifts have braille buttons.
- There are dedicated wheelchair user and companion seats in The Auditorium.

### 15.7 Parking

- There are eight dedicated spaces in The CCD’s on-site car park for people with a ‘disabled person’s parking card’, or the equivalent international scheme.
- The car park has a lift which accesses all floors.

- There is a drop-off point outside the main entrance.
- Car parks near The CCD, operated separately, also have dedicated spaces for people with disabilities. Please check our website [www.theccd.ie](http://www.theccd.ie) for details.

### **15.8 Public Transport to The CCD**

- The CCD main entrance is a five minute level walk from the Spencer Dock station on the Luas red (tram) line. All Luas trains are fully wheelchair accessible. The Luas red line offers quick and easy access to Dublin's two mainline rail stations, Connolly and Heuston.
- Taxis operate throughout the city and many are fully wheelchair accessible.
- All Dublin buses allow assistance dogs and offer assistance to people with visual impairment. Many, but not all buses are wheelchair accessible.

### **15.9 Special Effects**

Some events at The CCD may involve pyrotechnics, strobe lighting and other special effects. Please contact your Event Manager for details on any special effects expected at the event you are attending.

### **15.10 Staff**

All our CCD Hosts and CCD Security officers are trained in Disability Awareness.

### **15.11 Toilets for People with Disabilities**

Toilets for people with disabilities are located throughout the venue on every floor. They all have an alarm pull cord system, and are unisex.

### **15.12 Wheelchair Access**

- All meeting spaces are wheelchair accessible.
- The Auditorium has 20 spaces suitable for wheelchair users.
- At least one companion seat is available next to the wheelchair user's space.
- For conferences, the wheelchair spaces and companion seats can be booked through your Event Manager.
- For ticketed events, the wheelchair spaces and companion seats should be booked when purchasing your ticket from the relevant box office.

### **15.13 Accessible Stand Design**

#### **15.13.1 Getting to the Stand**

Circulation routes/guidance paths leading to the stand should be even, level and solid. Carpets and flooring materials must be well secured.

Poor carpet seams or lifting corners can present a particular hazard to visually impaired people. Changes in colour and tone of floor finish help to define circulation routes. Clearly demarcated areas in high contrast colours can help to improve visitors' awareness of possible obstacles and hazards.

The access routes to the stand must remain free from unnecessary obstacles, products or marketing material should be kept within the stand area.

#### **15.13.2 Getting onto the Stand**

The approach to the stand must be entirely flat and level. A vertical lip or upstand of more than 13mm will present a barrier to some disabled people. If the stand design requires a raised floor section, a ramp must be incorporated into the flooring or a portable ramp can be deployed when required. An alternative is to have multiple floor areas of the stand to make a credible attempt to deliver the services to an area of the stand, which does not require a platform.

#### **15.13.3 Moving Around the Stand and Accessing Information**

Information and products must be displayed in a position and at a height that can be reached by

everyone and to ensure that people can move about the stand with ease. Where it is impossible to follow the guidance below, staff on the stand must be prepared and be proactive in assisting people to reach the information they want.

- The circulation areas between stand displays or products should be between 1200mm and 1000mm wide.
- To assist customers of short stature or who use wheelchairs, goods and products must be placed between 650mm and 1060mm in height.
- Information should be displayed at a height between 900mm and 1200mm.

## 16 DRAPE CHECKLIST

When erecting drapes at The CCD, the following information must be forwarded 15 days prior to the event.

- Layout drawing of the positioning of the drapes. These must be approved by The CCD Technical Production Manager or Event Manager.
- When preparing the layout of the drapes, the following must be considered.
  - Has adequate space been provided for a catering corridor access, where applicable?
  - Where or if fire exits are being blocked as a result of the drapes layout, the location of temporary fire exits to be indicated.
  - Where, or if, toilet signs are being blocked as a result of the drapes layout, the location of temporary toilet signs to be indicated.
- Flame retardant certificates for the drapes.
- Method Statement prepared by the erector of the drapes detailing the method of erection and dismantling. This should detail the type of system being used to hang the drapes such as the following.
  - If pipe and drape, include details of height and weight supports.
  - If hanging drapes, identify if a drape pipe or line will be used.
- Copy of insurance details from the erector of the drapes.
- Where MEWP/Working at Height equipment is being used, copy of proof of training been obtained from the operator prior to commencing work at The CCD.

## 17 ELECTRICAL POWER SUPPLY

- The CCD shall provide all electrical supplies required by the event organiser.
- The use of portable generators by the event organiser shall not be permitted.
- Contractors and exhibitors must be aware of all current regulations that apply to electrical installations and that they adhere to them.
- All installations will be tested for compliance by a competent person with the regulations and will not be energised if found to be unsafe. All temporary installations are the sole responsibility of the installer.
- Appliances supplied and used by stand holders must be PAT tested before being used and proof of this will be required. Stand holders' own equipment must also comply with the regulations and will be subject to spot checks.
- All electrical work must be carried out by suitably qualified and experienced electrical personnel and documentary proof of competence may be required.
- Every stand shall have its own means of electrical isolation, which must be easily accessible.
- External installations must be protected by a safety device known as a Residual Current Device (RCD).
- Particular attention must be given to the earthing regulations.
- No exposed means of cable joints will be permitted.
- No lamp-holders using spikes for connections will be permitted.
- Particular attention should be paid to the regulations relating to extra low voltage lighting (SELV).
- Socket outlets must never be closer than 2 metres from a sink unit, unless protected by an RCD and floor sockets must be protected against ingress of water.
- No multi-way adaptors are to be used.
- All electrical equipment is to be suitably guarded with proper consideration for its use.
- Lamps and appliances with high temperature surfaces should be guarded and used well away from combustible materials.
- Permission from The CCD is required before using step-up transformers or any form of HT lighting.
- All appliances for heating purposes (including kettles, cookers or heaters) must be thermostatically controlled.
- The wiring-in of flexible cords on exhibition stands is not allowed. The maximum length of flexible cord to an appliance is 2 metres. Extensions leads on reels, drums or in coils of flexible cord are not permitted.
- The CCD (Ireland) operates on 3 pin socket outlets. Plug tops must comply with the appropriate standards and be suitably fused.
- Overhead cables are not permitted to be hung or pulled across aisles or walkways between stands.

## 18 EMERGENCIES

Event organisers must ensure that their staff, exhibitors and contractors are fully briefed and aware of The CCD's emergency procedures, including action to be taken on discovery of a fire or unattended package, action on hearing the evacuation message and the location of assembly point. These procedures are contained in the Appendices of this document.

Dealing with emergencies is very important to the safety of an event and all the information provided to you should be read carefully.

### 18.1 Dealing with an Emergency

In any emergency situation, contact CCD Security directly via internal extension 4999, on external number 00353 (0)1 8184999 or by speaking to a member of CCD staff. That way the services can be correctly directed to the incident to ensure it is dealt with promptly and safely. Do not contact the emergency services directly.

### 18.2 Responsibilities

It is important that you and your team are aware of the venue security, emergency and fire procedures that are designed to protect you and the safety of others.

#### Checking Areas

Make frequent checks around your area to ensure that no unidentifiable packages, cases or bags have been abandoned.

- Remain vigilant at all times; be aware of suspicious people, incidents and packages.
- Do not look after items belonging to other people; never touch or move unattended items.
- If you see anything suspicious, call CCD Security. Co-operate fully with any instructions you may be given.
- When leaving your area each night or in the event of evacuation you must ensure that:
  - appliances are switched off;
  - doors and windows are secured; and
  - areas are clear of staff and visitors.

### 18.3 Official Passes

Always use a pass system for contractors, exhibitors and your own personnel from the start of your tenancy. Ensure that pass holders are issued, so that passes can be worn. During build-up, open period and breakdown of the exhibition or event, admittance may be refused to anyone who cannot produce an official identification pass. Ensure that you and your team carry passes at all times.

### 18.4 Suspicious Package

#### In the Case of a Suspect Package Warning:

- your team should immediately inspect the area for suspicious items.
- if anything is discovered, do not touch or move the article but inform CCD Security and clear people from the area; and
- if there is no danger, a cancellation message will be broadcast.

### 18.5 Evacuation Procedures

If circumstances make it necessary to leave the building an evacuation message will be broadcast.

For your own safety, everyone must leave the building by the nearest exit and gather at the Assembly Point.

Information will also be given regarding arrangements for returning into the building by the Officers in Charge of the incident.

## **18.6 Fire Procedures**

### **In the Event of a Fire Emergency:**

- Activate the nearest break glass call point (coloured red). These are located at strategic points around the venue.
- Contact CCD Security via phone giving the location and nature of the incident.
- Notify persons in the vicinity of the situation and, if safe to do so, tackle the fire with an extinguisher.
- Keep calm, follow these procedures and assistance will arrive as soon as possible. NEVER put yourself in danger.
- Follow the instructions of The CCD fire marshals including CCD Security, Hosts and CCD venue staff.

## **18.7 Bomb Threat**

In the unlikely event that you should receive a telephoned bomb threat, remain calm and listen carefully. Write down everything that is said.

Try to discover:

- where the bomb is located;
- when it is going to explode;
- what it looks like;
- what type of bomb it is;
- what will cause it to explode;
- whether the caller planted the bomb;
- why they planted the bomb; and
- any other useful information.

Write down the exact time of the call. Contact CCD Security immediately to report the call.

## **18.8 Medical Emergencies**

In cases of medical emergency contact CCD Security giving the following details.

- Location of casualty
- Brief but as accurate as possible description of the casualty and symptoms
- What the medical problem is, if known?
- Is the person conscious?
- Are they breathing?
- Approximate age
- Is there a chest pain?
- Is there severe bleeding?

## **18.9 Accidents**

If the injury is a result of an accident, further information will be required:

- What type of accident was it, for example, trip, fall, collision?
- How did the accident happen?
- What injury has occurred?

- Are there any witnesses?

The CCD Security team will arrange for all necessary assistance.

### **18.10 Water Damage**

If there is any water damage to the venue, for instance, as a result of an accidental sprinkler head activation of where a water display has leaked or flooded please contact CCD Security immediately. The event organiser must make all possible efforts to contain any ingress of water and potential damage to the venue.

## **19 FEATURE AREAS**

Full details of special features must be submitted with the final floor plans, no later than 28 days prior to tenancy, together with a method statement and risk assessment detailing any structures and how these areas will be operated and managed. These should include details of queuing areas and any necessity to control noise levels, fumes or other effects that could present a hazard, either within the area or to surrounding areas

The layout must be designed to avoid obstruction of gangways caused by equipment, cables, or spectators viewing the activity or display. Viewing areas should be included within the feature area and surrounding gangways should be wider.

Where appropriate, persons within the area must wear suitable personal protective equipment. They must be fully briefed on how to manage any equipment they are operating, taking into account any visitor participation and be fully conversant with the risk assessments for any activities.

All the necessary licences must be obtained for these areas, for example, music, video, special treatments, and so on.

### **19.1 Materials**

Any materials brought on to site, such as soil, building materials, sawdust, hay, etc. must be clean and free from contamination from previous usage (for example, chemicals) and appropriately treated and all the necessary documentation must be provided.

It is the responsibility of the organiser to ensure that all such materials, including materials to be scrapped, are removed from the venue at the end of the event.

The venue floors and service ducts must be protected from damage that may result from the use of such materials.

### **19.2 Lighting Levels**

The illumination provided by emergency lighting should be sufficient to enable anyone to see their way at all times. The minimum levels must be no less than 1.0 lux.

Emergency lighting must be provided in enclosed areas and escape routes or where hall lighting has been reduced or modified for the show.

## **20 FILMING, TELEVISIONING AND RECORDING**

### **20.1 Means of Escape**

In order to maintain means of escape and in order to avoid possible injury to members of the audience or delegates, CCD rules should be observed when events are being filmed, televised or recorded.

Areas within the halls or The Auditorium designated for cameras and equipment and their operation must not include any part of the gangways shown on the submitted and approved layout plans.

### **20.2 Cameras**

Cameras or equipment on booms, whether in static positions or on dollies, must have the space required around them for their operation surrounded by pedestrian control barriers which must not obstruct the gangways. No part of the camera, equipment or the boom shall be less than 4 metres above the floor when suspended above the audience or gangways.

Cameras or equipment must not be positioned or held over the balustrade or used on the escalator without prior approval from The CCD.

### **20.3 Cable Suspended Cameras**

Cameras or equipment suspended from cables must be at least four metres above the floor and supported by at least two cables. When suspended from winch-operated cables so as to be mobile above the audience (for example 'Skycam') the controls must be set so as to prevent the lowest point on the camera or the supporting cradle of the equipment being less than four metres above the floor, except when landing in an agreed area. The approach to and departure from the agreed landing area must be vertical between floor level and four metres above.

### **20.4 Approvals**

Full details of filming, televising, recording or any other activities ancillary to the main event during public performances are to be submitted to The CCD for approval two weeks in advance of the event start date.

## 21 FIRE SAFETY

### 21.1 Fire Risk Assessment

When introducing any additional fire risks to The CCD as part of the event, the event organiser must carry out a fire risk assessment. This must focus on the safety, in case of fire, of all relevant persons. It should pay particular attention to those at special risk, such as those with mobility issues and special needs. It must also include consideration of any dangerous substances liable to be on the premises. Fire risk assessment assists in identifying risks that can be removed or reduced and establishes the nature and extent of the general fire precautions needed to be taken in order to protect people from the remaining fire risks.

The key question to be asked here is 'to what extent does my show alter the dynamics of the fire risk in the hall?'

Typical aspects which would increase the fire risk would be as follows.

- Naked flame on stands (candles or gel burners)
- Use of compressed or flammable gases on stands
- Use of pyrotechnics, lasers and other stage effects
- Cookery demonstrations
- Exhibition of motor vehicles
- Likelihood of illegal smoking in outfield areas or in built storage areas on stands
- High levels of packaging waste
- High numbers of complex structures
- Hot works during stand construction
- Dressing of stock or octanorm panels with untreated (non-flame retardant) materials

Any stand which is a complex structure, with multiple electrical components, vehicles fitted with multiple electrical components or any space-only stand where large numbers of people could gather will need a fire risk assessment, simply because of the escape issue.

### 21.2 Use of Temporary Fire Exit Signage Checklist

Please provide the following information in respect to the erection of temporary Fire Exit Signs 15 days prior to the event.

- Layout drawing of the positioning of the temporary fire exit signage (these must be approved by The CCD Technical Production or Event Manager).
- Ensure all temporary fire exit signs are compliant with the following criteria:
  - All temporary exit signs achieve  $2\text{cd/m}^2$  (coloured areas) when viewed from all viewing directions
  - The temporary exit signage to be internally illuminated in The CCD
  - Please note that lamps should not be dimmed.
  - Temporary exit signage to be provided with back-up power supplies which will supply power for three hours.
  - The mounting height of exit signage is to be between two and three metres above the floor. Any other heights to be agreed with the venue.
  - Identify who will be erecting or connecting the temporary fire exit signage.

### 21.3 Fire Fighting Equipment

The CCD will provide an appropriate level of fire extinguishers to cover the building and catering points within your event.

If there is an additional requirement for firefighting equipment for your event or on your stand, as identified in your fire risk assessment, for example, cooking demonstrations on stands, it is the exhibitor or event organiser's responsibility to provide same.

#### **21.4 Costs**

Any extra costs incurred by The CCD in providing special types of extinguishers will be charged to the exhibitor or event organiser. If an extinguisher is used during an event as a result of activities introduced to The CCD, the price for replacement will be charged to the event organiser.

## 22 FLAMMABLE OILS, LIQUIDS & GASES

No flammable oil, liquid or liquid petroleum gas shall be used within The CCD without the prior written consent of The CCD.

Fuel oil used in connection with any oil burning equipment shall have a flash point of not less than 54°C (130°F) and shall be in accordance with BS 5410. Paraffin and other mineral oils shall not be used without the consent of The CCD.

Flammable liquids and gases must comply with Part 8 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, European Communities (Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres) Regulations 1999 and the Dangerous Substances (Storage of Liquefied Petroleum Gas) Regulations, 1990.

Where flammable spirits are used for cleaning machinery and other apparatus, you must provide metal bins with firm fitting lids for cleaning swabs and other such materials after use, and arrange for the bins to be emptied when full and at the end of each day of the exhibition, at the expense of the exhibitor and separated from the normal waste collection service.

Only provide on the stand sufficient of the flammable materials for one day's usage and arrange for all materials in excess of daily requirements to be stored in a suitable flammable materials store, with the agreement of The CCD fire safety manager.

Display suitable warning notices on the stand drawing attention to the flammable nature of the materials.

### 22.1 Conditions of Use

- Detailed specifications of the working of such exhibits and appliances together with a plan, showing their location on the stand, shall be submitted to The CCD at least two months prior to the beginning of tenancy, giving details of the materials, quantity and purpose for which the materials are required.
- Not more than one of each model or type may be exhibited in a working demonstration.
- Each working exhibit shall only have sufficient oil, liquid or gas for one day's use.
- The oil, liquid or gas shall only be replenished at times when the public is not present in the halls.
- No spare oil, liquid or gas may be stored on the stand other than that already in a working exhibit.
- Each working exhibit shall be firmly fixed or placed in such a position that it cannot be overturned.
- Where working exhibits are within reach of exhibition visitors, notices shall be displayed stating that the appliance is working and should not be touched.
- Each stove shall be manufactured in accordance with BS 3300.

## 23 FLOOR PLANS

### 23.1 Floor Plans – General

It is essential to ensure that all event plans comply with the venue's regulations and that the initial plan is issued to the venue immediately after the contract is signed and before the event sales process begins, a minimum of three months prior to the event.

The event organiser must provide final approved layout plans six weeks prior to the first day of tenancy at The CCD.

The following must be clearly defined.

- The location of all fire points – alarms, extinguishers, hydrants, sprinklers, house telephones and sliding smoke doors and shutters between the halls, together with their control switches, which shall be kept clear and accessible at all times.
- The location of floor boxes, service ducts and vehicle entry doors, as access is required to essential services provided from these locations.
- The location of the under-floor ducts to ensure that the termination of services can be adequately accommodated within all areas. The contractor providing the fittings must make sure that any cables are located safely and to the satisfaction of the venue or the mains supply will not be provided. Ramping of such services in gangways is prohibited.
- All venue facilities, including catering, toilets, first aid centres, cloakrooms, organiser's offices, etc.
- Plans must be to a scale (minimum 1:200) submitted in electronic format. Plans reduced in size and not to scale are not permissible.
- The size and position of each exit from the event, the width and position of each gangway and position of each stand, stages, features and lighting rigs.
- The event name, organiser, open dates, floor level and hall.
- Details of temporary demountable structures, complex structures and space-only stands must also be submitted to The CCD 6 weeks prior to the first day of tenancy. Please refer to the [Stand Plans](#) section for specific guidance.
- Gross and net space figures. Space allocated to stands must not be greater than twice the space allocated to gangways.

The following should also be considered.

- Void areas
- Locations of high risk exhibits or displays
- Height restrictions around the venue
- Loading to roof and floor
- Positioning of temporary lifts, mechanical and electrical apparatus and equipment that may require ventilation.

If stands, decorations or exhibits obstruct venue signage or notices, the event organiser must provide additional notices. If required, the venue will carry out the provision and fixing of these additional notices at the expense of the event organiser.

The venue will accept no responsibility for any floor plans that fail to comply with these regulations or that vary from the layout plan that has been approved.

### 23.2 Gangways

Gangways must conform to the following.

- Clear access routes to all emergency exits. All fire exits must be kept unobstructed at all times.
- The arrangement of each gangway shall be such that alternative routes of escape are provided.
- A perimeter gangway shall be provided from each exit door on the perimeter of the hall to the centre line of that hall. Each such gangway must have a width of not less than 3 metres and shall have a clear area not less than 5 metres deep across the entire width of each emergency exit door.
- Minimum gangway width must be 2 metres. Depending on the event profile, wider gangways may be required, especially around feature and busy areas.
- Gangways must not exceed 45 metres in length without an intersecting gangway.
- If a pillar is in a gangway, 2 metres must be kept clear on one side of the pillar.
- 'Doglegs' should be avoided. As a guide, 50% of all gangways should be straight, from side to side or top to bottom
- No gangway leading from the centre of the hall towards the perimeter is to decrease in size, in order to prevent possible crushing in an emergency.
- Gangways adjacent to any stand or stage used for demonstrations or performances must be maintained clear of obstruction. Additional space for an audience, where applicable, must be planned into the floor layout, as people are not permitted to congregate in the gangways.
- Where an area is not enclosed, for example, seating area or feature, has no raised platform and contains an unobstructed area that is of the required height and width in line with a gangway, clear 2 metres gangways will be required through the area.
- Structures over gangways are only allowed on agreement with the venue and must have a minimum clear height of 2.2 metres.

### **23.3 Final Floor Plans**

The event organiser must provide final approved layout plans six weeks prior to the first day of tenancy to The CCD. In addition to the above, the following must be defined.

- The final block layout of stands. All gangway and stand dimensions must be indicated.
- All feature areas, including platforms and stages, temporary structures, service areas, displays and foyer layouts.
- Identification of space only stands, complex structures, multi-storey stands and shell scheme stands.
- Seating areas, for example, seminar rooms, theatres, hospitality and catering areas, temporary kitchens, etc. Exits from these must not encroach into dedicated gangways or exit routes.
- Hospitality areas, including dressing rooms, temporary covered ways, sleeping and stable accommodation. Exits, gangways and any seating layouts must be defined.
- Any high risk areas, stands or exhibits, including naked flame, special effects and apparatus that requires guarding.

- Any curtains or baffles to exits, temporary barriers and turnstiles.
- Void areas must not be used and must be kept clear at all times.
- Final gross and net square meterage.
- Positions of free-standing signs, including information desks and 'You Are Here' boards.
- Locations of temporary illuminated exit signs. These must comply with the regulations for exit signs. Refer to the Fire Safety section for a checklist for the use of temporary fire exit signage.

We do not provide storage facilities for exhibitors. Storing of packaging and literature etc. to the side or behind stands is forbidden as it creates a fire risk. We advise that, where feasible, storage areas are built into exhibition stands.

#### **23.4 Use of Foyer Areas and Hall Entrances**

Applications to erect or place offices, desks, counters, signs or other structures in the foyer areas of the venue are to be made to the Event Manager at least two months prior to the first day of tenancy. These plans must be to scale, in electronic format and comply with the conditions set out in the Floor Plan – General and Gangways sections above. See Appendices for copy of drawings which identify the foyer space that must be kept clear at all times.

No work is to commence in the relevant foyer areas of the venue until approval has been given in writing by The CCD. Foyers must be cordoned off before works commence.

#### **23.5 Feature Areas (Live Action and Public Participation etc.)**

Full details of special feature arrangements must be submitted at the same time as the overall floor plans, together with a method statement and risk assessment detailing how such areas will be managed including queuing areas and any necessity to control noise levels or fumes.

Any materials brought onto site such as soil, sawdust, straw and hay etc. must be clean and free from contamination from previous usage (for example, chemicals). All such materials must be removed at the end of the show.

#### **23.6 Marking Out**

The CCD will arrange for the marking out of the perimeter of all stands and feature areas onto the floor of the halls. For this purpose, The CCD will use final floor plans showing the following.

- Stand identification numbers
- Dimensions of all:
  - stands;
  - staging;
  - catering areas, and
  - feature areas.
- The widths of gangways between:
  - stands and feature areas;
  - stands and staging;
  - stands and catering areas; and
  - front of stands, hall columns and walls.

The show organiser is to check and agree the marking out prior to the erection of stands and feature areas and any discrepancies between the drawing and the marking out are to be notified to The CCD immediately.

The CCD will accept no responsibility for incorrect marking out if this procedure is not followed or if the plans issued to The CCD vary from layout plans issued by the organiser to others.

### **23.7 Build-Up and Breakdown Period**

The build-up is a critical phase of an event for which organisers are ultimately responsible for all activity taking place within the halls and external loading areas. Organisers are encouraged to hold specific meetings with contractors, floor managers, health and safety managers and all other appropriate parties, to plan and discuss management arrangements for the build-up phase of the event to ensure that responsibilities and safe working practices during the build period are clearly understood. Appointed official contractors, exhibitors and stand contractors also have a duty to ensure that they work safely.

Exhibitors and contractors are required to wear appropriate PPE (Personal Protective Equipment) during the build and breakdown periods. This will include high-vis vest and jackets, appropriate footwear and hard hats (where applicable).

The CCD will identify the emergency gangway that must be kept clear during both the build-up and breakdown periods.

The event organiser is to manage the build by maintaining the emergency gangways, as they form part of the evacuation route. The event organiser must communicate these gangways to their contractors and exhibitors.

The organiser and/or their logistics contractor are to deliver build material in such a manner to maintain access and egress.

During the build-up and breakdown period the exhibition manager will monitor the gangways and may request that gangways have to be cleared to ensure a clear route is maintained. The event organiser, their contractors and exhibitors will ensure they adhere to such requests.

The organiser must provide a detailed build and breakdown schedule for their event five days prior to tenancy. In the absence of same, The CCD may prepare this at a cost to the organiser.

There will be a health and safety walk one hour prior to the exhibition opening with representatives from The CCD and the event organiser. The exhibition will not open until The CCD is satisfied it is safe to do so.

Following the closure of an exhibition, breakdown may not commence until the hall is clear of all visitors and children.

The breakdown arrangements are agreed during the tenancy but on the actual day are subject to change.

Major contractors will not have access to the hall until 60 minutes after exhibition close. Exhibitors are given priority to remove small exhibits, brochures and material that are hand-held from the halls first before major works begin.

The CCD will determine when access doors to halls are safe to be opened for contractor and plant and machinery access.

### **23.8 Show Open Period**

Any gangway shall be maintained unobstructed and available at all times and shall comply with the following requirements insofar as they are relevant.

- No part of any stand, exhibit, fitting or furniture shall project beyond the boundary of the stand and no door or window on the stand shall open outwards onto a gangway.

- Where an exhibition space is not provided with a platform, the space shall be clearly defined and the exhibits shall be so arranged as to maintain uniform gangway width.
- Where raised platforms are provided, the corners of the stands at gangway junctions shall be rounded off or splayed or otherwise protected so as to ensure clear passage.
- Any floor covering to a gangway shall be of a non-slippery and even surface and shall be so secured and maintained so as not to be a source of danger.
- While the exhibition is open to visitors, no plant and machinery shall traverse the gangways and no hand trolley, truck or pallet truck shall be left unattended.
- No stand building or dismantling shall take place during the time an exhibition is open to visitors.
- Any night sheets used in conjunction with a stand shall be secured in a rolled up position so as not to cause an obstruction.
- Rope or chain type barriers, fitted with automatic catches or slip connections must be arranged so as not to trail on the floor when parted and with fittings that do not project into any gangway.

### **23.9 Exits, Entrances and Doorways**

Every entrance and exit door shall be available for use while an exhibition is open to visitors and shall not be secured closed by means of any fastening other than panic bolts.

Any exit shall be maintained completely unobstructed on both sides and available at all times.

Doors to the venue or to the relevant event space shall be opened to the full width before visitors are admitted and shall be kept locked in that position until the exhibition is closed to visitors

The entrances, foyers, vestibules and other circulation spaces shall not be used for the accommodation of stands or other material or structure likely to impede the circulation of visitors.

Carpet should be cut back from the edge of the hall entrance door channel so that the doors can be easily opened and closed.

No vehicle, trolley, refuse container, hand cart or material shall be placed outside the exit doors of the centre in such a manner as to impede the means of escape.

### **23.10 Miscellaneous**

Cavities and spaces between or behind stands shall be sealed off and shall not be used for any purpose other than the passage of services.

No empty crates, cartons, boxes, shavings or other packaging material shall be stored on, in, under or behind any stand but shall be removed when unpacking has been complete.

## 24 FLOOR LOADINGS

Full details of the floor loadings in each hall and foyer are available on request. As a guide, the weight loadings are as follows:

SPACE	LEVEL	MAXIMUM PERMITTED WEIGHT LOADING
The Forum	Ground	12.5 kN/m <sup>2</sup>
Ground floor foyer	Ground	6 kN/m <sup>2</sup>
East Access Road	Ground	10 kN/m <sup>2</sup>
Loading bay at van and truck lifts	Ground	12.50 kN/m <sup>2</sup>
The Liffey halls, meeting rooms and boardrooms	1	14.5 kN/m <sup>2</sup>
Level 1 foyer	1	6 kN/m <sup>2</sup>
Loading bay at van and truck lifts	1	12.50 kN/m <sup>2</sup>
Wicklow halls, meeting rooms	2	6 kN/m <sup>2</sup>
Level 2 foyer	2	6 kN/m <sup>2</sup>
Loading bay at van lift	2	6 kN/m <sup>2</sup>
Auditorium stage	3	7.5 kN/m <sup>2</sup>
Level 3 foyer east and west wings	3	6 kN/m <sup>2</sup>
Level 3 foyer centre	3	8 kN /m <sup>2</sup>
Loading bay at van and truck lifts – Auditorium stage access	3	12.50 kN/m <sup>2</sup>
Level 4 foyer	4	8 kN /m <sup>2</sup>
Level 5 foyer	5	8 kN/m <sup>2</sup>

## **25 FOOD, DRINK AND TOBACCO**

CCD Hospitality prides itself in offering a high quality food and beverage operation.

To ensure consistency of quality and service, we operate an official concessionaires list. For specific exhibition requirements however, there may be occasions where a show organiser requests permission for their own food retailers to operate in their exhibition.

Once permission has been granted and the relevant documentation completed, the food retailer must comply with the following information.

### **25.1 Documentation**

On arrival at The CCD and during events the following documentation must be available for inspection.

- Portable appliance testing (PAT) certificates for any electrical equipment to be used.
- Business contact details – the name and address of person(s) or company undertaking the food business.
- Local authority contact details and registration number.
- All current HACCP records and food safety procedures relevant to the food activity, including food temperature controls for delivery, storing, thawing, chilling, cooking, re-heating and serving of items.
- All relevant safety and health risk assessments and safe systems of work.
- Detailed list of food supplier and products unless produced by the company represented.
- Copies of relevant food handling certificates or other qualifications relevant to employees undertaking food-handling activities.
- Copies of employer's liability and public liability insurance certificates.

The use of LPG gas is not permitted at any time within any area of the venue.

### **25.2 Food Legislation**

The EC (Hygiene of Foodstuffs) Regulations 2006, the Regulation (EC) No. 852/2004 and Regulation (EC) No. 178/2002 aim to ensure that all food offered to the public is safe to eat.

Regulation (EU) No 1169/2011 sets out to clarify the responsibility of food business operators with respect to food information in accordance with the responsibility regarding the consumer under the general food law (Regulation (EC) No 178/2002).

Checks of food safety and hygiene standards may be carried out by The CCD to ensure compliance with the legislation and safety of the stands.

The Regulation (EC) 852/2004 and Regulation (EC) No. 178/2002 requires that food shall comply with food safety requirements in that:

- it should not be injurious to health;
- it should be fit for human consumption;
- it must not be contaminated with harmful bacteria or foreign matter.
- It must comply with EC (Hygiene of Foodstuffs) Regulations 2006 and the Regulation (EC) No. 852/2004

These regulations apply to all food premises including moveable and temporary premises such as stands at exhibition centres and markets. The purpose of these regulations is to reduce the risk of contamination and to provide adequate facilities for the maintenance of hygiene, food safety and quality.

### **25.3 General**

The proprietor of the food business must identify any step in the food business, which is critical to food safety and ensure that adequate safety procedures are identified, implemented, maintained and reviewed. These procedures must be written down and be available for food safety officers to check when they visit your stand.

Every stand must be kept clean and in such good order, repair and condition as to enable it to be effectively cleaned.

Every stand must be designed and constructed so as to avoid the risk of contaminating foodstuffs and harboring pests.

### **25.4 Waste**

Provision must be made for the enclosed storage of waste.

### **25.5 Personal Hygiene**

All persons engaged in the handling of open food must wear clean, washable over-clothing. Food handlers must keep themselves clean and cover any cuts with a suitable waterproof dressing.

### **25.6 Training**

It is a requirement that all food handlers are trained or supervised and instructed in food hygiene matters appropriate to their work activity.

### **25.7 Cleaning**

All equipment with which food comes into contact must be kept clean and in such good order and repair as to enable it to be effectively cleaned.

An adequate supply of hot and cold water or water at a suitably controlled temperature must be available. This water must be clean and wholesome.

Adequate provision must be made for the cleaning and where necessary disinfecting of work utensils and equipment.

### **25.8 Hand Washing Facilities**

Any exhibitor or stallholder who is handling any unwrapped food must ensure that hand wash facilities are made available on the stand. The only exceptions to this requirement are if:

- only teas, coffees and soft drinks are served;
- only snacks such as crisps and peanuts are provided; or
- if sandwiches or similar are provided pre-prepared and do not require any handling or preparation.

## **25.9 Hand Washing**

All staff that work with or handle food must wash their hands properly:

- on entering the food handling area (after breaks, smoking or going to the toilet);
- before preparing food;
- after touching raw food, such as meat, poultry and eggs;
- after handling food waste, waste water or emptying bins;
- after cleaning; and
- after blowing their nose or touching hair or skin.

## **25.10 Food**

Food must be protected from the risk of contamination.

Adequate provision must be made for the cleaning and washing of foodstuffs.

All raw food must be prepared, handled and stored separately from ready to eat food so as to avoid any risk of cross contamination.

There must be adequate provision for the maintaining, monitoring and recording of suitable food temperature conditions.

## **25.11 Temperature Control**

Food must not be kept at temperatures that might cause a risk to health or allow the growth of harmful bacteria or toxins forming in the food. The cold chain must not be interrupted for foods that rely on temperature control for their safety.

- Frozen food must be kept at or below  $-18^{\circ}\text{C}$
- Cold foods must be kept at or below  $5^{\circ}\text{C}$
- Cooked, chilled and high risk foods must be kept below  $5^{\circ}\text{C}$
- Foods must be cooked to  $75^{\circ}\text{C}$  and reheated to  $70^{\circ}\text{C}$  or above
- Hot held foods must be kept at  $63^{\circ}\text{C}$  or above

Cold food may, however, be displayed for a maximum period of four hours above  $5^{\circ}\text{C}$ , and hot food may be displayed for a maximum period of two hours below  $63^{\circ}\text{C}$ , but only if you can demonstrate that these time periods are adhered to. Any food that remains after this time should be discarded.

Food temperature records should be recorded for every day of the event. To do this a sterilised food temperature probe and probe wipes must be available at all times during the event.

## **25.12 Defrosting**

Food must be defrosted in a manner that minimises the growth of harmful bacteria or toxins forming in the food. Whilst being defrosted, food must be kept at a temperature that would not result in a risk to health. Any liquid coming off the defrosting food may present a risk to health, for example, (from raw meat). Following defrosting, food must be kept refrigerated until used.

## **25.13 Food Storage**

All food must be covered to prevent contamination by pests.

All food debris must be cleared up at the end of every day.

Adequate food storage facilities must be provided to ensure food safety.

If electricity is required to run refrigeration and food storage units, a 24 hour supply must be requested.

#### **25.14 Wrapping, Packaging and Labeling**

Wrapped or packaged food (including food sold to take away) must comply with the following requirements.

- The Labeling Regulations set out in EC No. 178/2002
- Regulation (EU) No 1169/2011
- All food labeling must be clear and legible in English
- Materials used for wrapping or packaging food must not be a source of contamination
- Packaging materials must be stored so they are not exposed to risk of contamination
- Wrapping and packaging must be carried out in a way that avoids contamination
- Where appropriate, containers must be clean and undamaged, particularly cans and glass jars
- Reused packaging and wrapping materials for food must be easy to clean and disinfect

#### **25.15 Allergens**

All food retailers must be able to provide allergen information to the final consumer, to include the name of any allergens and a full list of ingredients for all products to be sold or sampled as per regulations above.

The information given in this sheet is intended as a guide to legal compliance. Non-compliance may result in the closure of the stand by CCD Hospitality.

Further information may be obtained from CCD Hospitality on +353 1 818 4582.

All food and beverage consumed on The CCD premises must be purchased through CCD Hospitality. For a full menu please contact CCD Hospitality.

The CCD does understand the need to provide samples of food and drink products when demonstrating and exhibiting. If you, the organiser, are aware of exhibitors intending to give away samples, this must be discussed in the early stages of planning with your Event Manager. The CCD's approval is required in writing for such activities.

Please note that samples should be no more than the following sizes.

Beer / cider / lager / alcopops	100ml
Wine	100ml
Spirits	5ml
Soft drinks	50ml
Food items	Two bite-size portions

Food sampling must be carried out in such a way that consumers do not touch food that other people will eat, so that cross-contamination cannot occur.

Occasionally, if it is deemed relevant to the event's profile, CCD Hospitality may permit exhibitors to supply their own food and drinks during the event. Any such activity, including sampling and retailing, will need written authorisation from CCD Hospitality. If permission is granted, the exhibitor will be advised of rules and regulations which apply to providing food and of the facility fee incurred. Representatives of The CCD's health and safety team will monitor compliance with any relevant legislation.

### **25.16 Cooking on Stands/Staff catering**

Any exhibitor wishing to do a cookery demonstration should notify the organiser, who will notify the Hospitality Manager and The CCD Event Manager for approval

### **25.17 Stand Catering**

For further information on the hospitality services available and to request a copy of the stand catering form, please call +353 (0)1 8184582. Online ordering will also be available to you from two months prior to your event.

## 26 FUMES, VAPOURS, LIQUIDS, GASES, DUSTS AND FIBRES

Any exhibit, process or feature that is likely to generate and/or emit gases, vapours, liquids, fumes or dusts into the halls shall be so constructed so as not to be prejudicial to health or a nuisance and shall comply with the requirements of Part 8 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, European Communities (Equipment and Protective Systems Intended for Use in Potentially Explosive Atmospheres) Regulations 1999 and the Dangerous Substances (Storage of Liquefied Petroleum Gas) Regulations, 1990.

### 26.1 Definitions

#### 26.1.1 Gases

Formless fluids usually produced by chemical processes involving combustion or by the interaction of chemical substance. A gas will normally seek to fill the space completely into which it is liberated, for example, nitrogen gas widely used in vessels due to its chemically inert properties.

#### 26.1.2 Vapours

The gaseous form of a material normally encountered in a liquid or solid state at normal room temperature and pressure. Typical examples are solvents, for example, thinners that release vapours when the container is opened.

#### 26.1.3 Liquids/Mists

A state of matter with definite volume but no definite shape, like water. The routes of entry for liquids could be ingestion and skin contact. If finely dispersed, then they become a mist and therefore inhalable.

#### 26.1.4 Fumes

Solid particles formed by condensation from the gaseous state, for example, lead fume.

### 25.6 Dusts

These are solid airborne particles, often created by operations such as grinding, crushing, milling and sanding e.g. MDF dust. The size of the dust particles is important as there is a difference between inhalable and respirable dusts and the nature of the hazards they present.

#### 26.1.5 Fibres

Dust may be created that is made up of tiny fibres, for example, textile fibres. The fibres may become airborne during certain processes. The fibres may be so small that they fall into the respirable range and as such may be inhaled deep into the lungs.

#### 26.1.6 Smoke

A substance made up of small particles of carbonaceous matter in the air, resulting mainly from the burning of organic material, such as wood or coal.

Conditions of use:

- Full details of the hazards arising, how they are harmful to health and the range of control measures which will be implemented must be provided to the venue at least 28 days before the event by the submission of a suitable and sufficient chemical risk assessment carried out by a competent person.
- The show organiser must ensure the level of risk is reduced to as low as is reasonably practicable and to this end eliminate exposures to substances harmful to health.
- Where appropriate, the show organiser must provide the venue with written information regarding the monitoring procedures they plan to implement (for example, fume monitoring arrangements).
- The show organiser is fully responsible for compliance with chemical agents regulations..

## 27 HAZARDOUS SUBSTANCES

- Details of any hazardous substances being brought to The CCD are required to be submitted to The CCD Event Manager at least 28 days prior to tenancy. These details should include the name of the substance, location of where the substance will be used during the event (for example, stand number), quantity of substance and any specific disposal requirements.
- The event organiser must collate the appropriate chemical risk assessment and retain a copy of the associated safety data sheets for each hazardous substance. All control measures, precautions and emergency procedures detailed in the risk assessment must be implemented by a named responsible person that is present when the hazardous substance is on site.
- The show organiser should make arrangements to collate and centrally store copies of chemical risk assessments and associated safety data sheets for the event to be used by a medical practitioner in the case of emergency. For example, these may be kept in the organiser's office.
- If the hazardous substance is being used on an exhibition stand, hard copies of all documentation must be present on the stand and available for review in the event of a first aid incident.
- No substances, which in the opinion of The CCD are of a dangerous, explosive or objectionable nature, shall be brought onto the premises without the approval of The CCD.
- Any person suffering an injury or ill health as a result of chemical use while on site must report to CCD Security with the completed chemical risk assessment and related safety data sheet (which should be attached to the risk assessment). The CCD Security will in turn contact the emergency services if the injured person requires medical attention.
- Spot checks may be completed by The CCD health and safety representative during the event to ensure that the hard copies of this documentation are present.
- Not more than one day's supply shall be stored at the venue (including on an exhibition stand). All hazardous substances must be stored in their original containers with appropriate warning labels.
- When on site, transportation of such substances is required to be managed as detailed in the supplier's safety data sheet.
- Where it is proposed to use toxic material or fluids, the disposal of which requires notification to statutory authorities, The CCD shall be advised in writing at least two months prior to the start of the tenancy of the nature of the material or fluid and the quantities involved.
- Toxic waste shall be placed in closed containers, marked accordingly, and special arrangements made with The CCD regarding their disposal at the event organiser's expense.

## **28 HEAT GENERATING DISPLAYS - FIREPLACES, COOKING EQUIPMENT, HOT SURFACES & NAKED FLAMES**

Full details of the proposed equipment are to be submitted to The CCD for approval prior to any demonstration under working conditions.

If you are displaying and operating a boiler, stove, furnace or similar heat generating equipment, you must take precautions to prevent the transmission of heat to any combustible part of the stand including the downward transmission of heat to the floor of the hall.

Suitable non-combustible insulation material must be inserted between the heat source and the surrounding stand fittings and other structures.

The ceiling of the stand shall be well ventilated and be constructed from non-combustible material conforming to BS 476 (Class 1).

Hot areas are required to be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.

A sign or notice must be prominently displayed to avoid persons becoming accidentally burned.

Lighting fittings installed at low level or within reach of visitors must be sufficiently protected to prevent burn injuries.

Where a naked flame is present, arrangements must be made to adequately monitor the burning period to ensure continued stability and safety. All burning materials must be properly extinguished when the stand is unattended. A suitable fire extinguisher must be readily available on the stand.

When candles are used at The CCD, this must be approved by the Event Manager prior to the event. Candles must be completely removed from the packaging before use. All labels must be removed from the candle before lighting. Tea-light candle holders must be deep enough to completely cover the candle and the flame. Candles must never be put directly onto tables and must always be placed in candleholders specifically designed for candle use. The holder should be heat resistant, sturdy and at least one inch higher than the candle flame. The candle holder must also be placed on a stable, heat resistant surface. Someone must be present at all times when the flame is lit.

## **29 HOT WORKS PERMITS (WELDING AND SIMILAR PROCESSES)**

Where oxyacetylene cutting/welding, arc welding, soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, or as part of a demonstration, adequate precautions must be taken to prevent damage to property or injury to persons by fire or hot metal.

The CCD must be advised in advance of the nature of the work or demonstrations and a hot work permit will be granted by the venue following provision of suitable documentation and control measures

A charge may be made by The CCD for the provision of additional fire-fighting equipment and surveillance by the venue fire staff necessitated by the additional risk.

### **30 LOST PROPERTY**

All property found at the venue should be handed to CCD Security where it will be logged and retained in our security control room. Unclaimed items will be kept in storage for 12 weeks, after which time, The CCD will dispose of that property or give it to charity.

If items are lost please contact CCD Security in the following ways.

- Speak to a CCD Security officer directly.
- Contact reception who will make contact with CCD Security on your behalf.
- Ask a CCD Host to contact Security on your behalf.
- Call Security on +353 1 818 4999 or extension 4999

### 31 MEDICAL EMERGENCIES/ MEDICAL ASSISTANCE

If you require first aid assistance please contact a member of The CCD team or CCD Security, who will dispatch a qualified occupational first aider to deal with the incident.

Emergency services can be contacted on 999 or 112.

Additionally there are a number of medical centres in close proximity to The CCD.

<b>Custom House Square Medical Centre</b>  2 Gandon House Mayor Street Lower International Financial Services Centre Dublin 1  Tel: +353 (0) 1 829 0902 Tel: +353 (0) 1 829 0906 <a href="http://www.custommedical.ie/">http://www.custommedical.ie/</a>  <b>Opening Hours</b> Monday to Friday: 7am - 7pm Saturday: 10am - 2pm The practice remains closed on Bank Holidays, Saturday and Monday.	<b>Hanover Medical</b>  1 Forbes Street Sir John Rogerson's Quay Dublin 2  Tel: +353 (0) 1 678 6086 Tel: +353 (0) 1 675 6040 <a href="http://www.hanovermedical.ie/">http://www.hanovermedical.ie/</a>  <b>Opening Hours</b> Monday to Thursday: 8am - 7pm Friday: 8am - 3pm
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In case of emergency outside our working hours please contact D-DOC clinic on 1850-224477.

There is a medical suite present at The CCD which is available for use by an event organiser.

Taking the audience profile, numbers of delegates and type of event being held at the venue, it may be deemed necessary to have qualified Emergency Medical Technicians (EMTs) available for the duration of the event, as stipulated by the medical cover risk assessment.

If the event organiser chooses to have EMTs present at their event The CCD must be notified and access to the medical suite can be facilitated via CCD Security.

## 32 NOISE

### 32.1 General

Organisers will inform the venue at least 28 days in advance of an event that will give rise to expected hazardous noise levels associated within the event and/or its exhibitors or feature areas.

- Hazardous noise levels can be described as those that exceed 80dBA. Common noise hazards arise from music, whether unamplified or amplified, motor sport or vehicle demonstrations, machinery and equipment exhibits, and pyrotechnic effects.
- Organisers, exhibitors and employers related to the event, must ensure they fully meet their duties under the Safety, Health and Welfare at Work (General Application) Regulations 2007, to reduce the risk of hearing damage to employees to the lowest level reasonably practicable, as well as all other duties and those particularly relating to action levels.
- Where noise hazards are identified, the organiser will specify to the venue, the planned event noise management arrangements this will include:
  - the nominated responsible person for noise management at the event;
  - the nature of noise sources;
  - the expected noise levels ;
  - noise engineering controls;
  - monitoring arrangements;
  - the necessary arrangements for the provision and types of hearing protection equipment required; and
  - arrangements for those not in employment (for example, earplugs at the feature area).
- The noise management plan must also include the planned noise reduction measures to be implemented.

### 32.2 Peak Sound Pressure Levels

- You must ensure that all persons working within an area where noise levels exceed 80dBA are wearing appropriate hearing protection equipment.
- Linear noise levels must comply with current legislation and remain at peak levels below 137dB (linear).
- Noise levels of concussion pyrotechnics must be monitored pre-show and results effectively communicated to the venue. Such effects will be subject to approval at this time.
- Music sound levels may be monitored by the venue. Where these exceed acceptable levels, the nominated responsible person must comply by lowering the levels.

## 33 PLATFORMS AND STAGES

### 33.1 Structural Details

Platforms and stages over 600mm in height, and all platforms and stages for public use, are deemed to be complex structures, and the procedures for complex structures detailed under Stand Fitting Regulations must be adhered to.

Of the calculations that are applicable to complex structures, the following are particularly relevant to stage structures.

- Ability of the stage surface to support the design loads and other given criteria, including dynamic loadings, for example, dancing, acrobatics, vehicle displays.
- Ability of the structure to support the weight of any equipment attached to it.
- Rigging and support methods proposed to suspend the equipment.
- Ability of the whole structure to resist all imposed forces on it, including those created by weather conditions (if applicable).
- Ability of the structure to resist the additional wind loading on the suspended equipment (if applicable).
- Interaction between elements of the structure, for example, junctions between staging and ground supports.

### 33.2 Access and Egress for Non-Public Use

Stages and platforms should be provided with adequate access by means of ramps and/or stairways. It is good practice to have at least two means of access/egress. Stairs and ramps used for access/egress must comply with the guidance detailed in the stand construction section.

The surface of ramps and treads, particularly those which could become wet, should be covered with slip-resistant material.

Adequate handrails should be provided to all ramps and stairways. Ramps should have suitable rails to restrain equipment on wheels.

### 33.3 Protection against Falling

Lack of handrails and poor stairs are the most common causes of stage-related accidents indoors.

Wherever possible, there should be a handrail on all except the performance edge(s) of stages, regardless of height, and on every staircase. Criteria for handrails used on platforms and stages not for public access require:

- a limiting deflection of 35mm under a 0.3kN point load applied horizontally; and
- no breaking or deflection more than 300mm at any point under a 1.25kN point load applied vertically.

Handrails on stages and platforms used by the public generally require the handrail to bear 3kN. All handrails must be a minimum of 1100mm high.

Organisers should agree measures with the stage supplier to assist in preventing falls to technicians installing equipment (typically sound, lighting and video) on the unfinished stage or platform.

Temporary barriers may be required at the front edge of the stage during non-show times. All contractors are to take suitable measures to prevent the risk of falling during the assembly and removal process. These measures should be documented in the form of a method statement and risk assessment.

Serious accidents have occurred on stages with a narrow gap to an adjacent wall where people have stepped into the gap and become trapped. Where narrow gaps cannot be avoided, they should be protected by handrails and toe boards.

Performers may face into very powerful lights, which may dim or go to 'blackout' very suddenly, leaving them temporarily unable to see edge markers. Way-finder or rope lighting may be required.

The front edge of stages, physical obstructions and stair edges should be marked with white, luminous tape. For best visibility, the tape should be at least 50mm wide.

## **34 PUBLIC ENTERTAINMENTS AND LICENSING**

The CCD holds music and singing, IMRO (Irish Music Rights Organisation) and PPI (Phonographic Performance Ireland) licenses, allowing for the performance of music and dance at the venue.

For music concerts, confirmation of the status of the IMRO payment (that is, whether this has already been paid by the promoter or whether the percentage needs to be held back from ticket sales for the final settlement) will be determined at planning stages.

### **34.1 Ticketing**

The CCD has a preferred ticketing agent. Please contact your Event Manager for any contractual obligations between The CCD and a ticketing agent. The CCD will provide you with an auditorium seating manifest and advice on sight lines and the ticket pricing structure.

### 35 USE OF RED CARPETS

No single floor finish is universally suitable for all disabled people. Many types of finish can be used, including carpets, timber, stone or rubber, depending on the use. The following guidance highlights the key issues.

- Circulation routes or guidance paths leading to the main entrance and within the ground floor foyer space should be even, level and solid.
- Carpets and flooring materials must be well secured. Where applicable, only approved carpet tape may be used for fixing floor coverings to the hall floors. Any damage to the fabric of the building will be repaired by the venue at the organiser's expense.
- Poor carpet seams or lifting corners can present a particular hazard to visually impaired people. Changes in colour and tone of floor finish help to define circulation routes. Clearly demarcated areas in high contrast colours can help to improve visitors' awareness of possible obstacles and hazards. Ensure that the junction of flooring materials does not create a trip hazard.
- Flooring should be slip-resistant even when wet.
- Glossy, highly glazed finishes, which create glare, can prove a hazard to partially sighted visitors.
- Carpets should give a firm surface to allow wheelchair passage without sinking in; therefore excessive use of underlay is to be avoided if at all possible.
- Complex patterns can cause confusion, though an element of simple floor colour change can assist in giving directional information, such as the slope of a ramp. Where there is a change of texture or colour, the joint must be flush.
- Contrasting floor textures can also help partially sighted or blind people to identify different areas by the feel of the textures underfoot.
- Physical nosing to be present on all steps that are covered by carpet in order to demarcate each step for those partially sighted or blind people.
- All materials to be flame retardant and associated certificates noting same provided to the Event Manager or Technical Manager.

## **36 RIGGING GUIDELINES**

Good quality information submitted within a reasonable period before an event is the key to forward planning and efficient, safe operation on site. It cannot be over-stressed that accurate, timely information is a major factor in improving safety and reducing conflict on site.

All rigging within The CCD must be carried out by designated CCD staff or their appointed agents.

### **36.1 Introduction**

This rigging guidance has been produced by members of the National Arenas Association for use in UK venues, as an equivalent guidance has not been produced in the Republic of Ireland.

Its purpose is to provide:

- guidance on a wide range of safety matters relating to rigging, in order to ensure the safety, health and welfare of anyone working in or visiting the venue;
- advice to clients and contractors on general venue requirements relating to rigging and associated activities; and
- advice and guidance on the use of personal protective equipment (PPE) and commonly used rigging equipment.

### **36.2 Legislation**

Health and safety legislation, approved codes of practice, guidance and general 'good practice' apply to rigging operations. The overall aim is to secure the health, safety and welfare at work of your employees, the self-employed and all other persons who may be affected by work activities (for example, audiences).

All local government legislation and conditions of licence must be complied with. Consultation with the venue is essential.

We, and our approved contractors, reserve the right to inspect all rigging, working methods and equipment to ensure compliance with legislation and codes of practice, and prohibit the use of non-compliant equipment and working methods.

### **36.3 Responsibilities**

#### **36.3.1 Employers'/Client Responsibilities**

Effective communication between all employers is paramount. An employer has a duty to ensure the safety, health and welfare of his employees and that the activities being undertaken do not affect the safety of others. The client cannot absolve himself of the principle duties outlined above by contractually deferring them to his contractor or sub-contractors

#### **36.3.2 Employees'/Self-Employed Responsibilities**

These individuals carry a responsibility for ensuring that all equipment being used has been properly maintained and inspected; whether this equipment is owned by the individual or by a third party.

### **36.4 Competency**

Rigging operations shall be undertaken by competent persons who are qualified by training and experience. A rigging company should have an authorised person to advise on rigging issues. Ground riggers should have a level of knowledge to enable them to undertake the inspection of chains and other equipment to prepare them for lifting.

### **36.5 General Safety Precautions**

### **36.5.1 Working Underneath Rigging Operations**

Where possible, all personnel should be excluded from beneath areas where overhead rigging or lifting operations are taking place.

### **36.5.2 Working at Height**

Duty holders must comply with the following simple hierarchy for managing work at height.

- Avoid work at height where this is reasonably practicable
- Use work equipment or other measures to prevent falls, where you cannot avoid working at height
- Where you cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequence of a fall.

### **36.5.3 Hours of Work**

Employers, promoters, production managers and venue managers have a duty to ensure that riggers and rigging supervisors get adequate rest periods.

### **36.5.4 Personal Protective Equipment**

Personal Protective Equipment (PPE) for working at height must be provided by employers. PPE for rigging activities must be suitable for both work positioning and fall arrest.

### **36.5.5 Lifting Equipment**

All lifting equipment and lifting tackle shall comply with all current relevant legislation and shall be of sound material and construction, free from defects and fit for the purpose for which it is to be used. Rigging equipment should only be used by trained competent individuals, or under the supervision of such individuals.

### **36.5.6 Examination and Inspection of Equipment**

Examination and inspection of lifting equipment is covered under Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

## **36.6 Working Practices**

- A competent rigger shall undertake all rigging work in a responsible manner.
- Riggers must ensure that they comply with venue specific requirements.
- Attachments to the fabric of the building will be completed by the venue and their approved contractors only.
- Care should be taken to protect building steelwork.
- All equipment used shall have its SWL clearly marked and shall be suitable for the load to be applied. Applied loads should take account of the safe weight of the rigging and hoisting equipment.
- In situations where bridling is unsuitable, the use of spreader beams should be considered. Where standard truss systems are employed for this purpose, they shall be subject to a structural report, where specifically designed or manufactured beams are employed, a certificate of independent test and examination must be available for inspection.
- All suspended truss systems should have independent structural certification and should only be used with certificated design parameters. Particular attention shall be paid to the assembly of truss sections to ensure that braces are aligned correctly as per manufacturers' recommendations and all connectors correctly fitted.
- The slinging of suspended equipment shall be undertaken to manufacturers' recommendations and in accordance with Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007.

- Main areas for rigging operations are to be clearly defined and access to such areas shall be restricted to competent personnel directly involved in the operation. Clear and adequate communication between persons working at high level and ground crew is to be maintained. This is particularly important when the actions of other personnel could endanger the safety of rigging personnel e.g. sound and lighting crews. When at the site of rigging operations, an area shall be designated for the temporary storage and assembly of rigging equipment.
- Safety signs provided by the venue shall be positioned at the entrance to all areas of access during build-up and breakdown operations.
- Any signs supplied for rigging shall be checked to ensure they are fit for suspension. The suppliers of such signs shall be responsible for the integrity of the sign and its suspension fittings. Screw-in eyes are not acceptable for this purpose and the venue reserves the right to refuse to allow the suspension of any signs where the suspension fitting supplied is inadequate. Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from 'Tyvec' or a similar approved material. Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means, such as stitching or vinyl welding. Provision of bottom drop weight pockets by gluing is not acceptable.
- Due to the potential structural damage that can be caused by catenary wire, the rules for installation of catenary wires should always be checked with the venue management. Catenaries should never be installed when public are in the halls.
- Secondary or 'safety' suspensions may be required in certain locations. When required, the secondary or safeties will be installed to bypass the mechanical lifting unit, as a minimum, in case of mechanical failure.

### **36.7 Access Equipment**

All access equipment shall be used in accordance with manufacturers' instructions and recommendations. The SWL of access equipment shall be permanently displayed on the equipment. It is the responsibility of the operator of the equipment to ensure that the carried weight does not exceed the SWL.

Special attention should be paid to the correct assembly and stability of ladders and other static forms of access equipment, including the use of outriggers where fitted.

Operators of mobile elevated work platforms (MEWPs) for use in rigging related operations are required to be in possession of a current valid certificate of training achievement and competency of operations. Daily checks, including battery charge levels, are the responsibility of the operator. If different operators use the equipment during the course of the day then all operators must carry out a pre-use check.

Standing directly on forks, attachments or pallets, not intended for such applications, is strictly forbidden. Any accidents involving access equipment used for rigging purposes shall be reported to the venue immediately.

Truss/caving ladders to access flown truss structures must be used in conjunction with inertia type fall arrestors.

If it is necessary for an operative to leave a MEWP at a high level, he or she must identify a secure point of anchorage for the safety harness lanyard. The lanyard shall be secured before leaving the platform. When returning to the platform, the operative must ensure the lanyard remains in position until the transfer to the carriage has been completed.

### **36.8 Planning and provision of information**

The key to safe and successful rigging operations lies in effective forward planning and exchange of

information.

The Client should ensure that accurate information regarding the loads to be rigged is provided to the venue as soon as possible. Information should also be provided on any moving loads, loads involving people or anything else out of the ordinary. In turn, the venue should highlight any problems, restrictions, regulations and other requirements.

### **36.9 Lifting Equipment Documentation**

Under Part 4 of the Safety, Health and Welfare at Work (General Application) Regulations 2007, certain information must be kept and made available for inspection. All lifting equipment must have appropriate documentation confirming that it has been inspected / examined in accordance with the provisions of the General Application regulations.

### **36.10 Risk Assessment**

The Safety, Health and Welfare at Work (General Application) Regulations 2007 sets out the basic principles for safe work at height for all sectors of employment and provides a fundamental framework for safe working at height, based on risk assessment. The risk assessment must be documented and available for examination.

### **36.11 CCD Security and CCD Hosts**

For ticketed events, The CCD will provide CCD Hosts to carry out ushering and audience control within the auditorium area and ticket checking at the entrances to the auditorium area.

Uniformed CCD Security officers provide low profile general surveillance in general circulation areas and entrance areas.

## **37 SECURITY**

The CCD will provide a number of Security Officers during your event included in your rental. The principal duties of these security officers are to maintain the safety and security of the venue and its occupants. The number on duty is determined by the venue, dependent on venue requirements.

If you require CCD Security to carry out specific roles, please inform your Event Manager, who will facilitate this for you and organise a quotation for these services.

During the course of your event, all CCD Security officers are in radio contact with The CCD delivery team, including CCD Events, CCD Technical, CCD Hosts and CCD Hospitality.

If you have any security concerns during your event, please do not hesitate to contact CCD Security on +353 (0) 1 818 4999.

### **37.1 Access Cards/Locken Keys**

The room or hall in which you are holding your event will be placed on open access during the open hours of your event as standard.

If you have any specific access requirements, such as restricting access to rooms, you must communicate these to your Event Manager and they will organise this for you. Your Event Manager can also organise key card access, with notice, to rooms on request. A sign-out register will be completed on issuing of any access cards and locken keys. There is a €25 non-return fee for access cards and €100 non-return fee for locken keys.

### **37.2 VIPs**

Please inform your Event Manager if there are VIPs attending your event that require additional or specific security measures to be put in place. CCD Security can arrange a meeting with the VIP's protection detail and discuss security arrangements for the client if appropriate.

### **37.3 Traffic Management**

CCD Security will manage all traffic movement in relation to build up and break down of your event. Please refer to the [Access Section](#) for more information on loading areas and routes.

As we are a city centre venue, we are not in a position to provide parking for your delivery vehicles at the venue. A strict set down only system will be implemented for the build and breakdown.

Dependent on the size and complexity of your event, a local staging area may be used to hold delivery and collection vehicles. Where this is the case, CCD Security will manage a call down facility of vehicles to ensure the smoothest running of the build and breakdown of your event. In this scenario, all vehicles must register at the staging area, where they will be issued with a permit. This permit will include the vehicle details, drivers contact details and the event/stand they are delivering to. This permit must be displayed at all times during the vehicles delivery time slot. No vehicles will be allowed to deliver without the correct permit displayed during your event build or breakdown.

### **38 SIGNAGE /BRANDING**

The CCD has a state of the art digital signage system throughout the venue that you can use to enhance your event. This includes signage units that can be useful for directional signage, agendas or table plans. For further information please contact your Event Manager.

Any signage brought into the venue must be entirely self-supporting. No signage should be attached to the fabric of the venue.

The CCD can recommend signage and graphics companies to assist with any signage or branding requirements. For further information, please contact your Event Manager.

All adhesive branding that will be placed on the pillars, escalators or glass in the building must be approved prior. Risk assessments and method statements will be required for such activities.

### **39 SMOKING AND ALCOHOL**

In accordance with the Public Health (Tobacco) Act, 2002, it is an offence to smoke in any enclosed workplace in Ireland. If exhibitors or contractors wish to smoke they may do so outside the venue in designated venue smoking areas. Any contractor suspected of being under the influence of alcohol, during build or breakdown periods, will be asked to cease working on site for safety reasons.

## 40 SPECIAL EFFECTS

Special effects equipment includes smoke machines, strobe lighting, dry ice machines, pyrotechnics, (including fire work displays) and lasers.

### 40.1 Special Effects: Approval Procedure

All special effects require prior approval in writing from the venue. Technical details of proposed special effects, a full risk assessment and method statement for their use, together with certification of apparatus used (where appropriate), must be submitted to the venue no later than 28 days prior to the first day of the licence period.

### 40.2 Special Effects: Responsibilities

#### 40.2.1 Event Organiser

- Obtain details of any special effects equipment to be used during the event.
- Obtain schedule of when equipment is to be used and length of time the effects are likely to remain in the event.
- Obtain risk assessment or method statement, certificates of competency for operators and serviceability of equipment.
- Ensure copies of a chemical risk assessment and safety data sheets are obtained for any chemicals used to produce effects.
- Ensure warning signage is available according to the type of effects to be used and is placed in a visible position for visitors.
- Organise demonstration of effects as necessary.
- Ensure the details are included in the event fire risk assessment.

#### 40.2.2 Exhibitor or Contractor

- Notify organiser of intention to use special effects equipment, including type and schedule for use.
- Complete a risk assessment (if required for any chemicals to be used and the by-products, for example, smoke). Some chemicals may be subject to workplace exposure levels (WELs)
- Display the appropriate warning signage for visitors to the stand.
- Ensure installers and operators are competent, trained and qualified as necessary.
- Ensure an appropriate fire risk assessment is carried out.

### 40.3 Special Effects: High Power Scenic Projectors

XENON and HMI lamps emit extremely bright lights, so luminaires shall be sited out of the gaze of the public.

### 40.4 Special Effects: Laser Displays

Any person demonstrating or operating laser equipment must:

- Comply with I.S. EN 60825-1:2014 - *Safety of Laser Products – Equipment Classification and Requirements*, including all amendments.
- Follow recognised industry best practice as set out in [PLASA Safety of Display Lasers Guidance](#).
- Comply with all applicable legislation, including:
  - The Safety, Health & Welfare at Work Act 2005
  - The Safety Health & Welfare at Work (General Application) Regulations 2007
  - Artificial Optical Radiation Directive 2006/25/EC
- Submit to The CCD for approval **no later than 14 days prior to the event:**

- Full details of all laser equipment (classification, wavelength, output power and control systems)
  - A method statement covering installation, operation and removal
  - A layout plan showing beam paths, projection zones and audience areas
  - A suitable and sufficient risk assessment, including MPE and NOHD where applicable
  - Evidence of operator competency
  - Details of the appointed Laser Safety Officer (LSO)
- Ensure that a suitable and sufficient risk assessment is undertaken identifying:
    - Laser beam hazards including eye injury, skin exposure, fire risk and distraction
    - Exposure limits (Maximum Permissible Exposure – MPE)
    - Control measures to eliminate or reduce risk
  - Ensure safe systems of work are employed during installation, alignment, operation and removal.
  - Ensure all laser equipment is properly maintained, fit for purpose, and incorporates appropriate safety features including key control, emission indicators, interlocks and emergency stop.
  - Provide appropriate warning signage, barriers and fire precautions where required.

#### **40.5 Display Lasers**

- All display lasers must be classified in accordance with I.S. EN 60825-1:2014
- Class 1 and Class 2 lasers are permitted for general display use. Class 3R lasers are permitted subject to risk assessment and controlled operation. Class 3B and Class 4 lasers are only permitted where approved in advance by The CCD, operated by competent personnel, supervised by a Laser Safety Officer (LSO), and supported by appropriate control measures.
- Laser exposure must not exceed applicable Maximum Permissible Exposure (MPE) limits under normal operation or reasonably foreseeable fault conditions . Audience exposure assessments must be based on a minimum 10-second exposure duration. Laser output power must be appropriate to the application and controlled to ensure compliance with applicable exposure limits.
- Audience scanning is not permitted unless it can be demonstrated to remain within MPE limits and has been approved in writing by The CCD. Pulsed or Q-switched lasers must not be used where exposure of persons is possible.
- Laser beams must be terminated safely or projected above audience areas with appropriate safety margins. Separation distances and beam positioning must be in accordance with recognised industry guidance. Scan-fail systems, emergency stop controls and safety interlocks must be provided and operational at all times.
- Specular reflections into accessible areas are not permitted. All reflective surfaces and optical devices, including mirrors and diffraction effects, must be assessed, securely mounted and controlled to prevent unintended beam paths.
- Non-visible radiation (UV and IR) must be eliminated or appropriately filtered. Infrared filtering must be used where applicable.
- Alignment must be carried out at reduced power with restricted access to the area. Areas must be cleared of non-essential personnel during alignment and programming. Equipment must be securely fixed to prevent movement or misalignment, and systems must be continuously monitored during operation.
- Pre-use checks must include verification of beam alignment and termination, testing of safety

systems including emergency stop, and confirmation of exclusion zones.

- The CCD reserves the right to request additional documentation or safety measures, refuse or withdraw approval, and suspend or stop any laser activity deemed unsafe.

#### **40.6 Industrial Equipment, Machine Tools and Measuring Tools**

- Laser equipment used as part of industrial, demonstration or measurement processes on exhibition stands must comply with I.S. EN 60825-1:2014, and any amendments.
- Such equipment must be Class 1 or Class 2 where accessible to attendees. Where higher class lasers (Class 3R, 3B or 4) are incorporated, the system must be fully enclosed or engineered to prevent any accessible hazardous emission, with access to hazardous beams restricted by design (e.g. interlocked enclosures).
- Any demonstration must:
  - Prevent exposure of attendees to direct or reflected laser radiation
  - Be subject to a suitable risk assessment and control measures
- The CCD reserves the right to require additional controls or prohibit use where risks are not adequately managed.

#### **40.7 Radioactive Substances**

Full details of radioactive substances must be submitted to The CCD for approval prior to being brought into the centre including the following.

- Arrangements for the protection of persons.
- A copy of either registration under the Radiological Protection Act, 1991 (Ionising Radiation) Order 2000.
- There shall be compliance at all times with Ionising Radiation Regulations Safety, Health and Welfare at Work Act (General Application) Regulations 2007 – Part 8: Explosive Atmospheres at Work.
- The Code of Practice for the Display of Sources of Ionising Radiation at Exhibitions, published in 1973 by the National Radiological Protection Board.
- Suitable fire extinguishers and warning notices must be provided.

The management and use of equipment designed to electrically generate ionising radiation is required to comply with Safety, Health and Welfare at Work Act (General Application) Regulations 2007 – Part 8: Explosive Atmospheres at Work.

Such equipment shall not be brought into the venue and operated without written permission from The CCD.

#### **40.8 Pyrotechnics**

- All activities must be carried out in accordance with the guidance published by the Department of Justice and Law Reform 'General Guidance Notes – Explosives Legislation', which is available on the [www.justice.ie](http://www.justice.ie) website.
- All fireworks and pyrotechnics must be set up and operated by a competent professional. Any person proposing to use pyrotechnics must be registered with the venue.
- In the event that an event organiser is importing pyrotechnics into the Republic of Ireland, an import license must be granted. The application for this license must be applied for approximately one month in advance. This application can be found on the [www.justice.ie](http://www.justice.ie) website, under Safety and Security/Explosives/Fireworks section.
- All pyrotechnics should be accompanied with CAD (National Competent Authority Document).
- Only pyrotechnics supplied specifically for stage use shall be used as part of a stage

presentation. The mixing of loose powders on site is not permitted.

- In addition to the requirements of the approval procedure detailed above, the following details must be supplied to the venue.
  - The organisation providing the effects.
  - The nature of the effects and their positions, including distances from the public.
  - Manufacturer's data sheets.
  - The amount of pyrotechnics.
  - Consideration should be given to compliance with the Noise at Work Regulations.

If required, a demonstration of the pyrotechnics shall be given in the presence of the venue's representative and/or the Licensing Authority.

All explosives and highly flammable substances must be stored and used under safe conditions to the satisfaction of the venue and must be in the charge of a competent person specifically appointed for this purpose. Storage areas and containers shall be indicated by the explosive or flammable symbol as appropriate on the door or lid.

When not in use all pyrotechnics shall be stored in approved transportation and storage containers. All exposed metalwork, including the screws and nails shall be non-ferrous, preferably of copper, brass or zinc, or be otherwise covered with a thick layer of non-ferrous metal, material not easily ignited or paint at least 1 mm in thickness.

The opening face of the storage receptacle shall carry the explosive symbol together with a sign reading, DANGER – No smoking – No naked flame, in letters no less than 25mm high or equivalent signs and the UN number.

Withdrawal from store: Only the minimum amount of any explosive or highly flammable substance shall be withdrawn from the store as is necessary for the particular performance.

Pyrotechnics must only be fired from an approved key-protected device at the firing point. The device must not be operated if there is any risk to anyone. The operator must have a direct view of the pyrotechnic device from the firing point. In the event of a misfire, the circuit shall be switched off until after the performance.

Maroons and concussion shall only be used in a suitable bomb tank in approved locations and when the appropriate warning notices have been displayed stating that maroons will be operating as part of the effects of the event.

#### **40.9 Special Effects: Naked Flame**

- Naked flame will only be permitted where it is essential for an effective demonstration of a product. It must be used under safe and ventilated conditions and under the control of a competent person appointed to ensure this at all times. Gel burners will not normally be permitted.
- Organisers shall give the venue at least 28 days' notice in writing of any proposal to use real flames and this should be reflected in the organisers and exhibitors fire risk assessments.
- Real flame shall be kept clear of costumes, curtains and drapes and shall not be taken into any area occupied by the public.
- The lighting and extinguishing of the flame shall be supervised by the venue fire safety officer who shall remain where there is a clear view of the flame and easy access to it until it is extinguished.
- Any candleholders and candelabra shall be robustly constructed, not easily overturned and, where practicable, fixed in position.
- Hand-held flaming torches shall incorporate fail-safe devices so that if a torch is dropped the flame is automatically extinguished. Fail-safe devices shall be tested prior to each performance.

- Only solid fuel or paraffin shall be used unless otherwise agreed with the venue. The amount of fuel in the torches shall be limited to the minimum necessary for the effect.

#### **40.10 Special Effects: Smoke Machines**

Smoke machines may be used, provided a risk assessment and a chemical risk assessment are completed and copies submitted to the venue no later than 28 days prior to the start of the licence period. A list of recognised smoke machines may be provided by the venue and in these cases, only those listed may be used, unless details of the proposed machine are submitted to the venue for authorisation. Any costs involved in testing the machine are to be borne by the organiser.

Smoke machines must not be switched on without first checking with a representative of the venue to ensure that temporary isolation of the smoke detection system in that area has been enabled.

#### **40.11 Special Effects: Strobe Lighting**

Organisers shall not permit the use of strobe lighting, except with the written consent of the venue. Organisers shall give the venue at least 28 days' notice in writing of any proposal to use strobe lighting. This notice shall include exact details of the proposal including date and time when the strobe lighting can be demonstrated.

Stroboscopic lighting units shall be mounted at high level and wherever possible the beams deflected off a matt surface to reduce the glare. Strobes shall not be sited on escape routes or corridors or stairs or other changes of level.

Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding five flashes per second and the control equipment must be in a locked-off position. A suitable notice must be displayed at all entrances to the event warning the public of the use of strobe lighting.

Where different sets of strobe lighting are to be used by different exhibitors at the same time, but in different parts of the exhibition hall, no more than one set of strobes shall be visible to any person at any time.

Warning notices shall be displayed at the entrances of the affected halls stating that stroboscopic lighting will be operating.

#### **40.12 Special Effects: Ultraviolet Lights**

Ultraviolet lights should not be used for the purposes of special effects. It is essential that lamps or luminaires restrict exposure to ultraviolet radiation, especially ultraviolet B radiation.

Luminaires shall be sited out of the gaze of the public. Black light blues may be used without restriction.

#### **40.13 Special Effects: Bubble Machine**

Bubble machines may be used provided a risk assessment and relevant chemical risk assessment has been provided. A test must be completed prior to the event to ensure that the operation of the bubble machine does not cause unnecessary damage to the venue. Any costs associated with the operation of the bubble machine, including cleaning, will be borne by the event organiser. Bubble machines should be positioned in an area where there is a risk of persons slipping on fluid from the machine.

#### 40.14 Hazards

Hazards involved with special effects equipment include the following.

- Allergic reactions to the chemicals used to produce smoke.
- Photosensitive epileptic induced fits from the use of strobe effect lighting.
- Freeze burns from skin contact with liquid nitrogen or carbon dioxide.
- Asphyxiation from high concentrations of carbon dioxide or nitrogen gasses, especially in low level areas, i.e. orchestra pits, basement, under stage voids etc.
- Skin irritation from mineral oils or glycol.
- Visibility may be obscured by smoke or vapour effects increasing the risk of slips/trips/falls and may cause a hindrance should the need to evacuate the building arise.
- Only approved chemicals are to be used in smoke machines. Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density level of smoke. The time factor will be determined by the venue's fire and safety officer at a demonstration, which must be given 24 hours before the event opens to the public. Account will be taken of the visibility and CO2 levels, which must not adversely affect public safety.
- Suitable arrangements must be made to ensure that the smoke generated does not interfere with the venue's smoke detection systems. A suitable notice warning the public of the use of smoke machines must be displayed at all entrances to the event.

## **41 STAND CONSTRUCTION**

### **41.1 Exit Signs**

Exit signs must be:

- a minimum height of 200mm and a minimum width of 400mm;
- on a 24-hour electrical supply and illuminated at all times; and
- positioned so they are conspicuous.

Alternative means of escape and adequately maintained general and safety lighting, with maintained illuminated exit notices, shall be provided to any enclosed area on a stand.

### **41.2 Emergency Lighting**

The illumination provided by normal lighting and emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should not be less than 0.2 lux and preferably 1 lux. Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

Exit signs must be:

- a minimum height of 200mm and a minimum width of 400mm: and
- on a 24-hour electrical supply and illuminated at all time, positioned so they are conspicuous

### **41.3 Exits From Stands**

Alternative escape must be available from any point within a stand or structure leading to a place of safety. Escape routes should have a minimum, unobstructed height of 2.1m, other than within doorways, which should have a clear height of not less than 2.06m.

The minimum permitted gangway width is two metres, except within stands of less than 100m<sup>2</sup>, where gangways must be no less than one metre wide.

There should be no obstruction that could impede the free flow of people using the escape route.

All floors should be even and have a firm, smooth and slip-resistant finish. Trip hazards should be avoided.

The maximum travel distance from any part of a stand to a gangway shall not exceed 50 metres. Where there is only one means of escape from the stand, this must be reduced to 20 metres. In either case, the maximum travel distance should be reduced by 25% where alcohol is being served.

The exit from any stand (or if there is more than one exit, each exit) shall not be less than 1.0 metres wide (nominal) and shall discharge to a gangway.

Each exit shall be indicated by an exit notice as follows.

- All exit notices shall be sited in conspicuous positions above or adjacent to all exit doors and openings and directional signs, and notices shall be provided and sited to indicate the route of escape.
- The size of letters of exit notices shall not be less than 125mm.
- In any part of the centre or on any stand where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally and conform to the relevant British Standard.

Doors and gates forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required

width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

## **41.4 Double Decker Stands**

### **41.4.1 Planning and Construction**

This guidance identifies the main elements of safe construction of a double-deck stand. It supports the requirements for complex structures set out in the Stand Plans section.

### **41.4.2 Design**

The following basic considerations must be addressed by the designer of a double decker stand.

### **41.4.3 Stability**

- Stability at all stages of construction and dismantling.
- Identifying the point at which the structure can support itself.
- Identifying the permanent elements that ensure stability.
- The sequence of construction and the sequence for the removal of any temporary parts.
- Calculations indicating the relevant forces and load capability of the structure.
- The floor loading capacity of the venue.

### **41.4.4 Construction and Dismantling**

- Drawings must clearly identify the sequence of construction, for example, construction of frame, insertion of legs, fixing of bracing.
- A clear plan for dismantling the stand must be identified.
- The time available for construction and dismantling of the stand must be taken into consideration.
- A safe system of work must be identified within the methods for construction and dismantling, that is, work equipment, temporary handrails, fall-arrest system.

### **41.4.5 Assessment of Loads**

A realistic assessment of the loads and forces at each stage should be made in consideration of the erection sequence.

### **41.4.6 Connections**

- The design should consider the safest means of connecting components and, where appropriate, indicate the necessary provision of access equipment and the safe system of work.
- Connections shall be simple and effective to reduce the time spent working at height.

### **41.4.7 Materials Handling**

The design should take account of the safe handling, lifting, storage, stacking and transportation of the components relevant to their size, shape and weight

### **41.4.8 Method Statement**

The preparation of a method statement is an important step in the planning of a safe system of work.

The method statement for a double decker stand should include the following.

- Construction sequences, noting the starting point
- Methods to ensure stability, including the use of temporary components
- The detailed construction scheme that identifies the lifting, alignment and connection requirements
- The preferred system to prevent falls from height, the safe means of access and any special platforms or equipment
- The provision of suitable plant and equipment with which to construct the structure safely.

### **41.4.9 General Guidance on Erection and Dismantling of Structures**

Method statements and risk assessments must be provided and shall be followed. All persons involved with the work shall be competent to undertake the work and have read and understand the

method statement and risk assessments and erection sequence(s).

Competent supervision is required and supervisors must be trained and understand the work they are to supervise. They shall be able to read and understand the drawings and method statements and ensure that they are appropriate for the structure and its location. Where the methods are changed, the designer shall authorise the change, in writing, prior to the documentation being changed and these must be re-submitted to the organiser for approval and to the venue.

Weights of components should be clearly marked and where necessary, lifting points indicated. Components should be stacked and delivered so that they can be removed in the desired order.

Deliveries must consider the floor loading in the area of erection or unloading.

Hard hats and steel toe-capped boots are necessary PPE for working with steel structures. It may be necessary to cordon off the area of the build when overhead working is taking place.

As much of the construction as possible should be completed at floor level. This should include decking and the erection of handrails to ensure a safe place of work on the upper level, once lifted, to avoid the provision of additional safety measures such as temporary edge protection and fall restraint or arrest systems.

Welding and cutting (fabricating) is not allowed within the venue without the prior written consent of the venue. Please refer to Hot Works Permits section.

Plant and equipment must only be operated by a competent person and copies of their licences or certificates must be available for inspection at any time.

Cranes (including Hiabs) are allowed but the positioning of the vehicle must be agreed by the venue to ensure that the weight loading is effectively distributed on the floor. Lifting the main deck using several forklift trucks is acceptable provided a method statement and risk assessment for such an activity has been submitted for review by the event organiser and The CCD.

#### 41.4.10 Method Statement Template for Double Decker Stands

The completed document must be submitted to the event organiser and in turn The CCD, along with the other required documentation detailed under Stand Plans. Work on site will be checked against this information and will be stopped where it does not comply; dangerous work practices will not be tolerated and persons may be removed from the venue if necessary. Please note that live or open-edge working is prohibited.

**This form should be completed by the person supervising the work on site**

Event	
Date of event	
Stand number	
Exhibitor	
Contractor	
Contact name	
Mobile contact number (on site)	
Date information completed	
Step-by-step build sequence for the structure (Can it be built at ground level?)	
Weight to be lifted; height it will be lifted to;	

equipment to be used (crane, forklift, Hiab, etc.)	
How the structure will be lifted safely	
Who will undertake the tasks (own work force, sub contractors)?	
When will handrail be completed (prior to lifting)? Will floor be complete? If not, what means of edge protection has been designed?	
Equipment to be provided for working at height	
Hazards created by the task (work at height, dust, scaffolds, etc.)	
Solutions to the above hazards (scaffolds, barriers, fall-arrest equipment, etc.)	
Control measures to be used (codes of practice, safe systems to work, etc.)	
Predicted noise levels	
Specialist work required (scaffold erection, woodworking machines, hot work, etc.) and proof of competence of those undertaking this work	
Plant and tools to be used (power drills, saws, compressors, etc.)	
Physical precautions to be used and details of supplier (barriers, screens, warning signs, fire extinguishers, etc.)	
PPE to be used; who it will be used by and what training will be given (hard hats, dust masks, gloves, overalls, ear plugs, etc.)	
Details of the working platform (mobile tower, trestles, ladders, steps)	
Access required by other contractors to locate services or undertake an installation; who; when	
When structure will be signed off by an independent structural engineer (normally arranged by the organiser)	
Arrangements for safe dismantling	
Work at the venue will not commence without the permission of the organiser or their appointed representative. Their approval of this document and supporting information must be confirmed below.	
Organiser's comments	
Name	

Date	
Organiser's signature	

#### **41.5 Exits from Multi-Storey Stands**

There should be a minimum of two separate staircases leading from any floor above ground level. However, in the following situation, a single staircase is acceptable.

1. No more than 50 people will occupy the level served by the staircase at any one time (public, performers and staff inclusive).
2. No part of that floor of the upper storey of a stand is more than 20 metres away from an exit stair. This should be reduced to 15 metres where alcohol is being served on the upper deck.

##### **41.5.1 Upper Level Floor Loading**

The floor of the upper level of a multi-storey stand must be capable of withstanding a weight loading of 5kn/sqm.

##### **41.5.2 Inner Rooms**

In order to prevent dead ends, occupied inner rooms must have an alternative means of escape, indicated with the appropriate signage.

Occupied inner rooms on stands require an alternative means of escape if they contain more than 50 people or if the travel distance to a gangway exceeds 20 metres. This should be reduced to 15 metres where alcohol is being served in the room.

##### **41.5.3 Doors/Vision Panels**

The minimum effective clear width of a door is 800mm. Doors must have a vision panel with a zone of visibility of between 500 mm and 1500 mm above the floor. The exception to this is doors to small storerooms, where a small panel may suffice.

Emergency exit doors must open outwards in the direction of escape. Doors must be recessed where they open on to public circulation areas, e.g. they must not open directly on to a gangway. Sliding doors are not acceptable as emergency exit doors.

##### **41.5.4 Ceilings on Multi-Storey Stands**

Ceilings, except those above the topmost storey of multi-storey stands, must be of solid construction.

##### **41.5.5 Stand Construction: Construction Materials**

All materials used in the construction of stands, features and displays, including signs and fascias, shall be:

- of a suitable nature and quality for the purposes and conditions of their intended use;
- adequately prepared and fixed in order to adequately perform the functions for which they are designed;
- non-combustible, inherently non-flammable or durably flameproof in accordance with BS476-Part 7; and
- water-based, where applicable, for example, adhesives and paint.

British Standards are the minimum acceptable standards for construction materials. Suitable samples of materials may be submitted to the venue for approval. Materials may be tested on site to ensure that they comply.

Any materials used in the erection or construction of an exhibition or stand shall be of a suitable nature and quality in relation to the purposes and conditions in which they are used, adequately mixed or prepared and applied used or fixed so as adequately to perform the functions for which they are

designed.

- All timber less than nominal 25mm (1 inch) in thickness and plywood, hardboard, blockboard and chipboard less than 18mm (3/4 of an inch) must be rendered flame resisting by a recognised process to a Class 1 or Class C/s3, d2 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.
- The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted, providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing. Silk type flowers must be marked to indicate conformity to BS 5438.

Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1 and the Code of Practice for Fire Safety of Furnishings and Fittings in Places of Assembly.

Any fabric, unless incombustible, may not be used for partitioning stands, forming offices or the back or sides of stands. The exception is treated fabric, which may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. This fabric should allow water from the venue fire-suppression system to pass through it in the event of a fire.

When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor, be parted in the centre and must not impair view of the fire exit sign. The code for all places of public assembly states that furnishings and fittings have to comply with EN 13501 and BS 476 Part 7.

- Upholstered seating must meet the pass criteria for smoldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with BS 5852 1990.
- All painting must be carried out with water-based paint. Finishes having oil or cellulose base are not permitted to be applied on site.
- Carpets and other textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only The CCD recommended carpet tapes may be used directly onto the exhibition floors.
- All glazing must comply with current Irish Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with manifestations such as warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering.

#### **41.6 Paint Spraying**

Paint spraying is permitted subject to the following conditions.

- Only water-based paints are used.
- Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
- The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
- Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by The CCD at the expense of the show organiser.
- A demonstration of the application of the spray paint will be required before granting approval.

The CCD may elect not to approve if deemed unsafe for others or the building environment.

#### **41.7 Fabrics, Drapes, Curtains and Hangings**

Drapes, curtains, hangings, etc., must be inherently or durably flame-proofed. Otherwise they may be treated with a proprietary flame retardant. Test certificates must be forwarded to The CCD ten days prior to tenancy.

Fabrics used for interior stand decoration must be fixed taut or in tight pleats (not loosely draped) to a solid backing, secured above floor level and not touching light fittings.

Curtains on exit routes should hang 75mm clear of the floor, be parted in the centre and not conceal any exit signs.

#### **41.8 Plastic**

All plastic, including plastic plants and materials used for vision panels, etc, must conform to BS476-Part 7, Class 1. Polycarbonate materials are acceptable.

Timber under 25mm thick must be impregnated to Class 1 standard. Treated materials should have 'BS476-Part 7, Class 1' marked on them.

Boards, plywood, chipboard, etc. must be treated if under 18mm thick. The exception to this is MDF, which is acceptable for use due to its density. MDF may not be machined on site, as its dust is hazardous to health.

#### **41.9 Platforms**

Where a platform is to be provided it is necessary to make proper provision for access for disabled persons. The general height may not exceed 120mm but areas may be super-elevated for display purposes. Details of super-elevated platforms, above the height of 600mm to which persons have access, are regarded as a multi-storey structure and must be submitted with proof of structural integrity to the show organiser for approval.

The flooring must not be less than a nominal 25mm thick. Flooring must be laid with close joints. Wood chipboard or blockboard used for a floor shall be a minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting, stand personnel and visitors and exhibits, having regard to the loading limits of the floors. Platform corners must be splayed, rounded or angled to prevent sharp corners and tripping hazards.

#### **41.10 Building Columns**

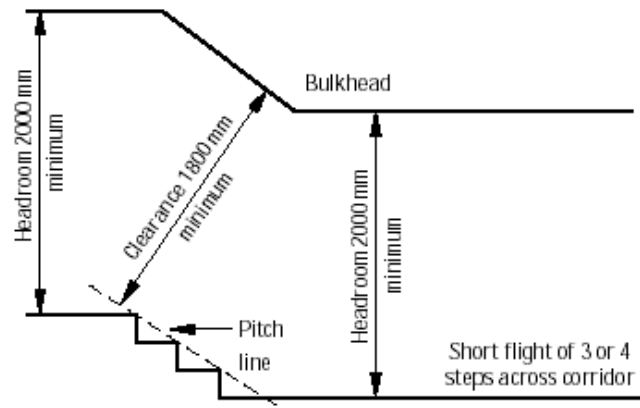
Where these fall wholly or partially within the area of allocated space, the exhibitor may encase them. The casing must be self-supporting and may not be fastened to the column. Only the face of the casings (not the column) that fall within the allocated space may be used for display of photographs or other pictorial matter. Where damage is incurred to the building columns, these will be repaired by The CCD at the expense of the event organiser

If the columns are fitted with a break-glass unit, access to this must be maintained by leaving an opening in the casing. Some columns are also fitted with temperature and CO2 sensors, which automatically control the air handling system in the room. Covering these sensors can impede the effective running of the system and therefore any requests to enclose these pillars should be passed to The CCD Event Manager or Technical Production Manager, who can arrange for manual operation of the system for the duration of the event.

#### **41.11 Stepped Access, Ramps and Balustrades**

Any stepped access having a total rise of more than 600mm shall comply with the following requirements.

The headroom shall not be less than 2000mm over any part of the stairway or landings and there shall be a clearance of at least 1500mm.



- Additional headroom must be provided where short flights of three or four steps occur across a corridor. There is a tendency for some persons using such a flight to jump down all the steps at once. In these circumstances, the clearance should be at least 1800mm (see illustration). A bulkhead should be incorporated rather than a down-stand beam whenever a short flight occurs across a corridor.
- The width shall be at least one metre wide and if not subdivided by a central handrail, no more than 1.8 metres wide.
- There shall be not fewer than three, nor more than 12 risers per flight.
- The risers between steps shall not exceed 170mm in height and must be in-filled.
- Each step shall have an available tread, measured on plan, of not less than 280mm.
- The going of the landing shall not be less than the width of the stairway.
- Where tapered steps are constructed, the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it shall not be more than 15°.
- Stairs and landings should be provided with protection against falling over the edge of the treads.
- Gaps in the guarding must not exceed 100mm.
- Guarding should be designed in such a way as to discourage young children from climbing it.
- Triangular openings may be left between the treads, the risers and the guarding, provided that the bottom of the guarding is not more than 50mm above the pitch line.
- Handrails must be securely fixed on any open side at a height of not less than 900mm nor more than 1000mm above the line of the pitch of the flight and balustrades not less than 1100mm above landings.
- Where stairs are enclosed on both sides with a wall, a continuous handrail must be provided on at least one side of the length of the flight if the steps are less than 1.0 metres and on each side if the width is 1.0 metres or more.
- A suitable handrail should be rigid and strong enough to provide adequate support for users, be comfortable to grip and provide adequate resistance to hand slippage.
- In areas open to the general public all handrails and balustrades must have vertical railings at 100mm c/c maximum or solid in-fills and shall be capable of withstanding a horizontal force of 3kN per metre of length.

- In private areas with controlled access, handrails and balustrades must be fit for purpose and capable of withstanding a horizontal force no less than 1.5kN per metre length.
- The treads and landings must be level and shall not be constructed of slats or perforated material.
- Consecutive tapered treads shall each have the same going and rate of taper.

Cupboards formed beneath steps and ramps shall be lined throughout with non-combustible material.

Steps shall discharge onto the ground floor of the hall at a point where unimpeded access to a public gangway is achieved. If the occupants of the raised area have no choice but to make their way to single escape steps, the travel distance from any part of the upper area to those steps must not exceed 10 metres.

Any ramp having a total rise of more than 600mm shall have a slope not exceeding one in twelve.

Balustrades shall comply with the recommendations of Technical Guidance Document K – Stairways, Ladders, Ramps and Guards of the Building Regulations and BS 6180: 1999, Code of Practice - Barriers in and about buildings. Balustrades must be provided to protect exposed edges of landings, balconies including any change in level exceeding 360mm.

Note: Purpose-built access steps provided as a product, to gain access to boats, motor homes, static caravans and other similar exhibits are required to comply with BS 5395-1:2010, code of practice – design of stairs with straight flight and winders, including compliance with the following.

- The headroom shall not be less than 2000mm over any part of the stairway or landings.
- The width of the steps and platform or landing may not be less than 450mm, provided that the width is equal to or greater than the entrance width of the exhibit.
- The risers between steps shall not exceed 170mm in height and must be infilled so that the gap between the treads is not greater than 100mm.
- Each step must have an available tread, measured on plan, of not less than 280mm, and shall not be constructed of slats or perforated material.
- The depth of the clear area or 'landing' at the top and bottom of the steps must not be less than the width of the steps.
- Open steps provided as a product must be temporarily adapted to provide solid treads and risers.
- Handrails on all stairs and platforms must be provided in accordance with the requirements of the first bullet point above.

Note: This paragraph does not relate to large/full-size access stairs to, for example, very large boats etc.

#### **41.12 Erection, Inspection and Dismantling**

The critical erection stages for temporary demountable structures, including exhibition stands, complex structures and shell schemes, should be identified during the design process. An erection method statement, together with drawings, is necessary for this purpose.

A risk assessment must be carried out by a competent person to identify the hazards associated with the design, construction and operation of a temporary demountable structure, determining the level of risk for people constructing, dismantling and using the structure, and assessing the likelihood and consequences of an incident. This must be submitted to The CCD not later than six weeks prior to the first day of tenancy.

The structure should be erected safely in accordance with the erection method statement and drawings provided.

Appropriate bracing should be arranged to provide stability at all stages of erection.

Inspection is essential to maintain the safety and integrity of a demountable structure. An inspection of a temporary structure must be made by The CCD appointed structural engineer on construction of the temporary structure. The results of this inspection should be recorded on the completion certificate.

Damaged or defective components should be clearly marked and removed from the site as soon as possible.

## 42 STAND PLANS

All work must be carried out in conformity with the requirements of the rules and regulations of The CCD.

It is the duty of all services providers, irrespective of stand size, to take reasonable steps to ensure that people (visitors) with disabilities are able to access and make use of those services.

All stand structures, signs, notices, etc., must be confined to within the area allocated and must not project into or over the gangways.

Suspension from the roof of the halls or fixing to the structure of the building may only be carried out by The CCD.

### 42.1 Space-Only Stands

Detailed scale drawings, including plan views and elevations of all space-only stands must be submitted to the event organiser prior to the event, so that they may ensure that the plans comply with The CCD's regulations. These details must then be forwarded to the CCD Technical Production Manager.

Details of the materials used to construct the stand, a plan showing its location within the exhibition, a risk assessment, (to include fire hazards) and method statement must also be submitted.

Space-only stands must be constructed by a competent stand building contractor. Sign off on the safe construction must be completed by your floor manager and submitted to the venue Event Manager or Technical Production Manager.

If any part of the stand is deemed a complex structure it must be signed off by an independent, qualified structural engineer. Please refer to Section 39.2 above in respect of complex structures.

It is the event organiser's responsibility to ensure that space only stand plans comply with all relevant regulations. Where plans are required to be submitted to the venue, as in the case of complex structures, the organiser or appointed stand plan checking contractor must be satisfied that the plans and all accompanying documents are complete and fully comply before submitting them.

The following is a guide to the elements of a space-only stand plan which should be checked in addition to ensuring that they comply with the organiser's own regulations.

- Documentation – Is it complex or not and are all the required plans and documents included?
- Dimensions – Does it fit the space and is the orientation correct?
- Height – Does it conform to the venue's maximum construction height?
- Stability – Is the stand self-supporting?
- Dividing walls (if applicable) – Are they shown? Are they self-supporting?
- Construction materials – Have they been identified and do they comply?
- Floor covering – Is it indicated?
- Columns (where applicable) – If there is a building column on the stand area, has it been shown and if being clad, is the cladding self-supporting? Has access been allowed to any services which may be provided from the column?
- Fire points – Is the stand adjacent to a fire point? Will the fire point be kept completely clear?
- Services – Is the stand accessible to services/over a hall service duct? If services are required, is a platform to be built?
- Platform – If there is a platform how high is it? Has the height been included in the overall height of the stand? Are the edges highlighted? Do the corners comply? Has a ramp been incorporated? Are the vertical sides in-filled?
- Enclosed areas – Are there any store rooms or offices? Is a secondary means of escape required? Is fire detection required? Is the travel distance from any part of the enclosed area to a gangway more than 20 metres?
- Doors – Have vision panels been incorporated? Are the vision panels between 900mm and 1500mm above floor level? If the door is a concertina, has a vision panel been incorporated

- adjacent to the door; do they open outwards without encroaching into gangways?
- Rigging – Is anything to be rigged, for example, banners, lighting?
- Turntables/rotating signs – Are there any?
- Steps – Are the risers and treads compliant and consistent? Are edges highlighted?
- Handrails and balustrades – Are they at the correct height? Do they have anti-climb rails?
- Lighting – Is there any low-level lighting? Any neon lighting?
- Travel distances to exit routes – Are they within maximum permitted?
- Special risks – Are there any items or proposed activities of special risk?
- Demonstrations – Check positioning on stand. Is there space for an audience?
- Seating – If seating is provided, does it comply?
- Kitchens and bars – Have all relevant details been supplied?
- Water features – Are there any?

#### 42.2 Double-Deck Stands

- Construction – Are measures in place to prevent live-edge working?
- Method statement – Does this fully detail how the upper deck will be built?
- Staircases – Is the correct number provided in relation to the upper deck maximum travel distance?
- Toe-boards – Are they fitted to the upper deck?
- Equality Act – Are services provided on the upper deck available to those with disabilities?

#### 42.3 Complex Structures

A complex structure is defined as follows:

- Any structure, regardless of its height, which requires structural calculations;
- Multi-storey exhibition stands;
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 0.6m in height and all platforms and stages for public use (not including stand floor flats and platforms)
- Any temporary structure that The CCD deems to require additional input from a structural engineer

If a stand is not constructed from 'shell scheme', it is the responsibility of the stand designer to determine whether the construction is complex or not.

The event organiser is responsible for submitting full details of all complex structures no later than six weeks prior to the first day of the event build. Permission to build any complex structure will not be given until the venue has received a copy of the following information (written in English).

1. Detailed, scaled structural drawings showing the following.
  - Plan views of each storey of the stand
  - Sections through each storey of the stand
  - Elevations including full steelwork and staircase details
  - Width and position of gangways within the stand
  - Floor and/or roof loading
  - Specifications of materials used
2. Structural calculations.
3. Risk assessment (to include fire hazards) and method statement.

If a structure is deemed to be a complex structure by The CCD, we will appoint an independent structural engineer who will confirm the design is safe for its purpose and issue a design certificate.

Please note that there is a cost to engage the independent structural engineer and payment is made on submission. This fee covers the following scope of works.

- Review design drawings and calculations for temporary structure.

- Issue design certificate for temporary tiered structure.
- Inspect completed erected temporary structures when built on site and ensure structural integrity and stability is adequate and safe and fit for purpose.
- Issue construction certificate for temporary structures.

Each item of information should state the event name and stand number. Complete sets of information only should be submitted, together with a plan showing the location of the stand within the exhibition.

If any complex structure is modified after the submission of the above information, plans must be re-submitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

#### **42.4 Certification of Stands and Structures Onsite**

The following written certification must be submitted by the organiser to the venue before visitors can be admitted to the event.

- Shell scheme certificate of completion and safe construction provided by a competent person, that is, the official stand contractor, confirming that all stands have been built in a satisfactory manner and are fit for their intended purpose.
- Space only, non-complex certification by a structural engineer approved by the venue, with appropriate professional indemnity cover, a copy of which shall be supplied to the venue, certifying them to be sound and safe for their intended purpose.
- The event will not be deemed safe for visitors until all certificates have been received by the venue.

## 43 SUSTAINABILITY AT THE CCD

### Green Hints and Tips

- **Green credentials** - Let your staff and delegates know we are green. Give exhibitors a list of targets and objectives for the conference and encourage delegates to support the initiatives. Why not set a target for waste reduction on previous years?
- **Online event promotion** - Put all of your promotional or information print pieces on your event website as PDF files. Thanks to the complimentary guest Wi-Fi throughout the building, your guests will have no problem accessing these documents on site. Alternatively, why not put your PDF files on a USB key to reduce paper waste?
- **Online registration** - Encourage online registration.
- **Use recycled paper** - If you must print, use 100% recycled paper, print double-sided and print locally to reduce transport emissions. Use previous years as a guide to print quantities and aim to have no paper waste following the event. Include an environmental message on all literature reminding delegates to reduce, reuse and recycle. Why not request that your hotel provider dedicates a channel at the hotel to info about your event?
- **Re-usable name tags** - Reuse and recycle plastic name tag holders and lanyards. Ensure all branded materials are made of recycled, biodegradable and sustainably sourced materials. Consider using The CCD digital signage instead of print banners and signs.
- **Reduce hotel energy** - Request that the hotel washes towels and linen every second day unless requested by your delegates.
- **Teleconferencing** - Offer teleconferencing for delegates who want to eliminate their air miles. Your Technical Production Manager will be happy to help you arrange this.
- **Go vegetarian** - Why not offer a vegetarian menu to delegates as vegetarian food requires less energy input compared to meat? Install water coolers around your event instead of using bottled water.
- **Zero-waste policy** - Enforce a zero-waste policy to ensure exhibitors take home all packaging that they bring to the event. Why not offer a 'green exhibitor award' at the end of your event or charge your exhibitors a fee for excessive waste to encourage good practice?
- **Green-friendly transport** - Encourage delegates to car share, use public transport or sign up to the city bike scheme, which allows delegates to rent and return bikes at 115 locations around Dublin city. Plan start and finish times for your event to coincide with public transport timetables.
- **Reduce building energy** - Be sure to give your event team accurate timings of your event so that we can ensure all lights and machinery are switched off outside event times.

## **44 TECHNICAL PRODUCTION REQUIREMENTS**

### **44.1 Construction Work**

The CCD will be involved, in association with the event organiser's contractors, in the undertaking of any construction work on behalf of the client. Any part of such work which involves fixing or fitting any item to the fabric of the hall itself or to existing fixtures and fittings will be carried out by The CCD at the event organiser's cost.

### **44.2 Drawings**

Detailed structural and other drawings of all proposed structures and installations must be submitted to The CCD by the event organiser or his contractors as soon as practicable, and in any event not later than one month before the first day of the licence period, to enable The CCD on behalf of the event organiser to review and approve.

### **44.3 Rigging Plot**

Full details of the rigging plot (including weights and dimensions) for the stage superstructure, lighting, sound and any other equipment to be suspended from the roof of the hall must be submitted to The CCD no later than fourteen days before the first day of the licence period, to enable The CCD to check and approve roof loadings. Primary and secondary rigging can only be carried out by authorised CCD personnel or nominated agents.

### **44.4 Mixer Units**

The location of any mixer units for sound and lighting control must be agreed with The CCD a minimum of 31 days before the start of the licence period. Any subsequent alteration to the agreed location must be approved by The CCD.

### **44.5 Codes of Practice**

The event organiser will be responsible for ensuring that all the arrangements for which he is responsible, comply with any relevant codes of practice. In particular, promoters of concerts should comply with the recommendations of the Code of Practice for Safety at Indoor Concerts, published by The Department of Environment and Local Government, especially with regard to sound levels. If Dublin City Council or any other authority stipulates compliance with any specific code of practice or set of regulations as a condition of granting their approval for an event, The CCD will give the event organiser full details as soon as possible.

### **44.6 Lighting**

The cost of permanent lights in the hall is included as part of the Other Charges in the technical package. These will be used only as normal house lighting and will not form part of the performance lighting effects. A minimum level of safety lighting is required to illuminate gangways and staircases in the Auditorium during performances. This lighting is provided by specific lamps for this purpose and it shall not go below the minimum level determined by the authorities.

The illumination provided in escape routes and by emergency lighting should be sufficient to enable anyone to see their way out of stands, seminar rooms and theatres at all times. The horizontal luminance at floor level along the centre line of defined escape routes should not be less than 0.2 lux.

Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.

#### **44.7 Audio Visual Displays**

Where self-contained cabinets are used for audio-visual displays, the placing of the equipment shall be arranged in such a way that trip hazards or the obstruction of gangways is not caused by equipment cables, or persons viewing the display.

#### **44.8 Communications**

Effective communications must be maintained at all times between the event organiser's organising, technical and security staff and The CCD's staff.

## 45 TEMPORARY DEMOUNTABLE STRUCTURES

### 45.1 Temporary Demountable Structures Regulations

All temporary demountable structures erected and or installed at The CCD shall comply with the Institution of Structural Engineers - Temporary Demountable Structures Guidance (Third Edition April 2007).

If a structure is deemed to be a complex structure by The CCD, we will appoint an independent structural engineer who will confirm the design is safe for its purpose.

This involves the following steps.

- Review of the design element of the structure by a competent structural engineer who will then issue a design certificate.
- The structural engineer will inspect the completed erected temporary structures when built on site and ensure structural integrity and stability is adequate, in line with the design and safe and fit for purpose. He will then issue a construction certificate for the temporary structure noting that the structure is safe for use.

If any complex structure is modified after submission of the above information, plans must be resubmitted to the venue with details of all modifications, so this can be approved by the independent structural engineer. Final submissions must be received **six weeks before event build commences**.

Please note that there is a cost to engage the independent structural engineer and payment is made on submission. This fee covers the following scope of works.

1. Review design drawings and calculations for temporary tiered stand and auditorium stage.
2. Issue design certificate for temporary tiered stand and auditorium stage to The CCD.
3. Inspect completed erected temporary structures when built on site and ensure structural integrity and stability is adequate and safe and fit for purpose.
4. Issue construction certificate for temporary structures and issue to The CCD.

Please contact your Event Manager or Technical Production Manager for more information.

### 45.2 Complex Structure Criteria

A complex structure is defined as the following.

- Any structure, regardless of its height, which requires structural calculations.
- Multi-storey stands.
- Platforms and stages over 600mm high and all platforms and stages which are accessed by the public for viewing purposes (not including stand floor flats and platforms) will need to be signed off by an independent structural engineer, unless you are using the venue in-house staging.
- Temporary raised or tiered seating.
- A stand requiring foundations.
- Sound/lighting towers.
- Any temporary structure that The CCD deems to require additional input from a structural engineer.

Please refer to the [Stand Plans](#) section.

### 45.3 Hazards and Risks relating to Demountable Structures

All employers are required under the Safety, Health and Welfare at Work Act 2005 to carry out an assessment to identify hazards and risks that could cause injury to the employees, third parties, persons affected by their work activities or members of the public.

A structural means of providing a safe route from any part of a demountable structure to either a place of safety or a final exit (means of escape) is essential.

Crowds may impose significant vertical and horizontal loads on temporary structures. Crowd behaviour in emergencies is also an important consideration.

A plan for managing all risks should be prepared. The most important aspects of a safety plan are its actions and the management of these actions.

It is particularly important that proper consideration is given at the design stage to providing good sightlines.

#### **45.4 Wind Loading (External Structures)**

The design wind speed must accommodate the maximum wind speed that a temporary structure is designed to withstand.

Contractors and suppliers of temporary demountable structures should have access to a reliable local weather forecasting service if wind speed monitoring is to be carried out during an event.

When erecting external structures at The CCD, a wind monitoring device (anemometer) is required to be fitted and specific guidelines on wind tolerance levels of the structure must be outlined in the method statement for the erection and dismantling of the temporary structure.

## 46 TIERED SEATING / GRANDSTANDS AND SCAFFOLDING AND HERAS FENCING

The design of tiered seating, grandstands and scaffolding must be completed by a competent person.

These structures are deemed to be a complex structure by The CCD and therefore the criteria for complex structures applies to them. Please refer to section on Temporary Demountable Structures.

Demountable framed structures must be designed to form a robust and stable three-dimensional structural arrangement that will support the design loadings for the required period with an adequate margin of safety.

Demountable structures must possess sufficient transverse and longitudinal stiffness and strength to resist wind loads, notional horizontal loads and other dynamic loads induced by spectator movements.

Dynamic loads will only be significant when any crowd movement is synchronised and periodic. If the synchronised movement excites a natural frequency of the structure, resonance will occur which can greatly amplify its response.

Headroom clearance in access gangways under a temporary structure must be no less than 2.3 metres.

Note: The design must include provision for emergency lighting of escape routes. Combustible materials must not be stored underneath raised areas.

### **Heras Fencing**

Heras Fencing must be structurally sound and fit for purpose. Risk Assessments and Method Statements must be provided stating how the fencing is going to be erected, dismantled and how it is going to be structurally sound in all weather conditions. Clients, exhibitors etc. may only use screening on heras fencing if approved by The CCD. Approval may only be on the day of the event as this is weather dependent.

## **47 VEHICLE DISPLAYS**

### **47.1 Motor Vehicles in Halls/Foyers**

No large, highly combustible vehicles will be permitted inside the building, including those that have been fitted with additional combustible equipment e.g. electronics.

No vehicle propelled by an internal combustion engine shall enter any building in which an exhibition is taking place during the time that the exhibition is open to visitors.

No motor vehicles used for delivery of materials or exhibits are permitted to remain in the halls overnight. If required to remain at the centre, CCD security are to be advised and the vehicle parked where agreed by them.

All petrol fuelled motor vehicles or other petrol-engined equipment fitted with a fuel tank, including boats, plant or machinery, must comply with the following.

- The CCD must be advised by the show organiser of all areas where these exhibits will be shown. An application form to display vehicles must be returned to The CCD along with a risk assessment for the display of vehicles. Those moving the vehicles must be authorised to do so.
- Only vehicles with three litres or less of fuel verified by a dealer will be allowed on site. Where vehicles have an unverified amount of fuel, an accredited fuel extraction company will be engaged to remove the fuel outside the building and put the verified maximum three litres in the vehicle prior to entering the event space.
- The fuel tanks on all other petrol-engined equipment must be empty.
- The fuel tank must be sealed with a locked cap.
- All batteries within vehicles must be removed, disconnected on all terminals or permanently isolated and made safe before the public is admitted to the hall and not reconnected until after the final closure of the exhibition. Where there is a requirement by the vehicle exhibitors to showcase the electronics of the car, batteries may be connected. They must be disconnected immediately after the display is over unless otherwise agreed by The CCD
- All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc., do not infringe the stand perimeter.
- The running of internal combustion engines during the open period of an exhibition is strictly prohibited.
- For vehicles required to operate as part of a presentation, 'parked' positions must be clearly defined and agreed with The CCD. Suitable fire extinguisher(s) must be provided at each 'parked' position.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time.

### **47.2 Vehicles in Public Circulation Areas**

No vehicles, hand propelled or motorised, are permitted to traverse the foyer spaces except those fitted with rubber or similar tyres and with a wheel loading of less than 250kg (5 cwt) laden.

The display of vehicles in the foyer areas is subject to approval by the venue. Vehicles must be clean, including tyres, supplied with a drip tray and pushed into position. There will be a facilitation cost associated with display of vehicles in the foyers.

No vehicles are allowed to traverse the foyer areas if the venue is open to the public.

### **47.3 Refuelling**

No refuelling or recharging of vehicles and plant is permitted on site.

### **47.4 Required Health and Safety Information**

- Location of the vehicle(s) marked on a scaled drawing
- Weight loadings and dimensions of the vehicle(s)
- Risk assessment for the display of the vehicle(s)
- Fire risk assessment to detail any additional fire safety measures that need to be put in place
- Copies of the proof of driver's training
- Specific details fo the vehicle(s), for example, car registration, make, model and value
- Insurance details for the vehicle(s)
- Method statement of how the vehicle(s) will be moved to their desired location within The CCD

## **48 WORK EQUIPMENT/TOOLS/PROCESSES**

### **48.1 Work Equipment**

All equipment provided for work within The CCD must be suitable and appropriate for the tasks required.

The CCD is a commercial environment and the use of domestic quality equipment is not acceptable. Equipment and all lifting equipment must comply with Part 2: Use of Work Equipment, Safety, Health and Welfare at Work (General Application) Regulations 2007. The following are the minimum health and safety requirements in the use of work equipment, tools and the processes used for event build and breakdown. Risk assessments and method statements specific to the use of all the equipment mentioned below shall be provided to the event organiser so that their floor management team can monitor the activities.

### **48.2 Access Equipment**

Access equipment includes scaffold towers and mobile elevating work platforms (MEWPs). MEWPs may be operated on the premises as long as they can be proven to have been inspected and tested for safety in the previous six months. The CCD requires all operators working on MEWPs to wear body harnesses and to be attached to the equipment by means of a short or adjustable lanyard designed for fall restraint not fall arrest. Powered access equipment (MEWPs) must only be used by competent persons trained in the use of the equipment who can provide a valid licence or certificate to operate the equipment. A copy of the license must be sighted before use.

Scaffolds must be built in accordance with the manufacturer's instructions and where the working platform is more than three times the minimum base dimension outriggers to be fitted and used.

### **48.3 Working Platforms**

All working platforms shall be protected by guardrails when at a height assessed to present a hazard. Mobile tower scaffold shall be constructed and used as identified by the manufacturer. Steps and ladders used as working platforms shall have flat treads and not round rungs to prevent damage to feet. Working platforms shall be identified in the assessment of equipment required under Work at Height Regulations.

### **48.4 Lifting Equipment**

Lifting equipment includes fork lift trucks, genie hoists and winches, chain blocks and chain hoists and all associated tackle, including shackles, wire rope, slings, rings and harnesses and all safety attachments. When forklifts are in operation, a flagman must accompany the forklift driver when operating the machine.

All persons using such equipment shall be competent to do so and shall have undertaken an assessment to select the appropriate equipment to be used. All equipment will be visibly marked as having been inspected and tested within the previous six months. Only official contractors appointed to an event may operate lifting equipment within The CCD.

### **48.5 Work Tools**

All tools being used during the build and breakdown of events shall be fit for purpose. Where electrically operated they shall be visibly marked as inspected and tested within the previous 12 months. Woodworking machinery shall be used with due consideration for the effect on others nearby (noise and dust). Gangways are not to be turned into makeshift workshops. The use of routers is not appropriate due to the release of harmful dust in the process.

## 49 WORKING MACHINERY AND APPARATUS ON DISPLAY

Machinery, engines and similar equipment exhibited on stands are subject to the Safety, Health and Welfare at Work (General Application) Regulations 2007. The CCD reserves the right to terminate any equipment demonstration at any time.

- A risk assessment must be carried out in order to ensure that any equipment being demonstrated (that is operated as part of an exhibit) on a stand is inherently safe and does not present a hazard to the operator of the equipment, other staff or visitors at any time.
- All potentially dangerous exhibits intended to be operated, shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- Details of all demonstration areas must be submitted to the venue.
- Demonstration areas must be indicated on stand plans and, where necessary, must be sound proofed.
- Machinery shall be electrically and mechanically disconnected, except if required for a demonstration. All electrical conductors must be properly installed and adequately protected.
- Working machinery should only be demonstrated to interested parties where necessary and not used as an attraction to the stand
- The machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.
- A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.
- Exhibits must be positioned so that they do not intrude into the gangway or cause a hazard to visitors at any time.
- Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.
- Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.
- The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited when visitors are in the halls. At other times when the use of internal combustion engines is permitted, all such vehicles and plant must be fitted with a suitable fire extinguisher.
- All supplies of fuel are to be kept outside the hall in a controlled store for flammable items in a position agreed by the venue.
- Precautions must be taken to ensure that dust particles, fumes, etc. from working machinery do not discharge into areas outside the stand.
- All stand personnel should acquaint themselves with how to use the appropriate fire fighting equipment as identified in the risk assessment and supplied on the stand, and with the position of the nearest fire alarm location in the building.
- A charge may be made by the venue for provision of additional fire fighting equipment.

## 50 WORKING AT HEIGHT

This guidance is applicable to any person working at height, if there is a possibility of their being injured from falling, even if they are working at or below ground level.

Part 4: Work at Height, Safety, Health and Welfare at Work (General Application) Regulations 2007 refers to 'duty holders': employers, self-employed and employees. This includes all contractors and exhibitors, for example, when accessing areas above floor level to dress stands.

Duty holders' responsibilities are to ensure that:

- no work is done at height if it is safe and reasonably practicable to do it other than at height;
- the work is properly planned and organised, appropriately supervised and carried out in as safe a way as is reasonably practicable;
- plans are in place for emergencies and rescue;
- account is taken of the risk assessment carried out for the activity;
- they do all that is reasonably practicable to prevent anyone falling;
- all work at height takes account of conditions that could endanger health and safety;
- those involved in work at height are trained and competent;
- the place where work at height is done is safe;
- equipment for work at height is appropriately selected
- the risks from fragile surfaces are properly controlled;
- the risks from falling objects are properly controlled; and
- where ladders are used, these are industrial, not domestic quality.

### 50.1 Ladders

All reasonable steps should be taken to eliminate or minimise the risks associated with work at height through efficient work planning and selection and use of safe working platforms or other suitable equipment, including ladders and stepladders.

Ladders must be of suitable height, for the task being used i.e. one metre higher than the area being worked on. Ladders are not to be used to fix large complex pieces. A safe method must be included in the method statement and risk assessment.

Where work at height cannot be avoided, safe means of access and safe systems of working must be used. As far as steps and ladders in particular are concerned, the following should be considered.

- What they are to be used for
- Industrial quality and not domestic
- Duration of the work
- Training and abilities of users

Ladders can be used as working platforms when it is not reasonably practicable to use alternative means and a risk assessment identifies the activity to be undertaken is low risk. Ladders must be used in accordance with manufacturer's instructions at all times and must have a periodic documented inspection. Additionally, the following guidelines must be followed.

- Straddling of ladders is strictly prohibited.
- Leaning ladders must be placed at the correct angle.
- Ladders should only be used on level ground and must be secure, for example, suitably tied or, as a last resort, footed.
- The top treads or steps must not be used as a platform for work.
- Users should face the ladder at all times whilst climbing or dismounting.
- Stepladders should not be used sideways on where sideways loads are applied.
- Only one person should climb or work from a ladder or a stepladder.
- Users should not overreach.
- Steps and ladders should be checked for suitability and defects each time they are used.

## 51 WEAPONS

Weapons covered by these rules and regulations include firearms, crossbows, replicas, deactivated weapons, swords, knives (including kitchen knives) and tools. Ceremonial knives carried or used to meet religious obligations and small, folding or utility knives used for a lawful purpose and not brandished or worn in such a manner as to cause concern or alarm are exempt from these regulations.

The use of weapons must be agreed in writing by the venue. Requests for approval, a copy of the relevant licence, if applicable, e.g. firearm certificate, together with detailed risk assessments for delivery, storage, operation, use, display and management, must be submitted to the venue at least 28 days prior to tenancy.

The use and possession of weapons is regulated by The Firearms and Offensive Weapons, 1990. The venue reserves the right to refuse permission for the use of any weapon in a show or performance where it feels that the criteria are not being met.

Replica weapons carried by visitors or exhibitors as part of a costume may be confiscated, if deemed offensive. The person in control of a weapon, e.g. the armourer (registered firearms dealer) or certificate holder is responsible for the following.

- Secure transport, storage and use in accordance with the licence.
- Ammunition and firearms must be carried in separate, locked containers.

### Safe use

- Maintaining safe areas and distances to eliminate risk from discharge.
- Clear briefing to those who may be affected of details of the use of the weapon(s) and the arrangements for the safety of people and equipment.
- Identifying and ensuring the use of protective measures, e.g. screens, protective clothing and ear defenders.
- Accounting for all weapons and ammunition at all times.
- The suspected loss of a firearm, ammunition, replica or deactivated weapon must be reported to the venue immediately.

### Exhibited Weapons

Where weapons are exhibited:

- The exhibitor's risk assessment should address pre-sale demonstrations and handling of weapons by customers, e.g. sales should be made on a one-to-one basis and not in crowded areas. The venue may request details of the exhibitor's trading company, in order to verify that the business is legitimate.
- Sold items must remain in protective packaging until the customer arrives at home; it is preferred that they are left on the stand until the customer is ready to leave the event.
- It is recommended that exhibitors request photographic identification from customers appearing to be under 21, in order to ensure compliance with minimum age legal requirements.
- Knives displayed on stands must be encapsulated in protective packaging or kept in enclosed cabinets, so that blades cannot be touched by the public.
- Where knives are used in demonstrations, they must be kept out of reach of the public.

## 52 BATTERIES

Charged batteries may only be exhibited as part of electric lighting, ignition or starting for motor vehicles, boat engines, small demonstration house lighting plants or other small working devices. No stand lighting shall be connected thereto. The use of approved purpose made self contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided that they are connected to a 24 hour supply (see also Battery Powered Lamps and Lighting).

### **Terminals**

All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non-conducting non-combustible material.

### **Switches and Fuses**

1A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.

### **Charging**

The battery charging unit shall be fitted with an approved type of automatic current regulator, which cuts off the mains supply to the rectifier when the battery is fully charged.

### **Times for Charging**

The battery shall not be charged on the stand except at times when the public is not in the hall.

### **Charger Isolation**

The circuit to the charger unit shall be directly connected to the venue's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.

### **Enclosure**

The vehicles or equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.

### **Batteries Not in Use**

Charged batteries not in use on exhibited vehicles or other exhibits shall be disconnected at both terminals.

## 53 WATER FEATURES

### Water Features

Water and water equipment shall, at all times, be used in such a manner as not to interfere with the safety of anyone in the venue.

Arrangements for filling and subsequent removal of water must be agreed with the venue or the venue's official contractor, and features must be designed in such a way that filling and emptying can be completed within tenancy. Under no circumstances can connections be made to fire hydrant points, nor should water be discharged onto the floors, into ducts or any other unauthorised part of the premises. The carrying of water across the exhibition floor for filling/emptying features is not allowed.

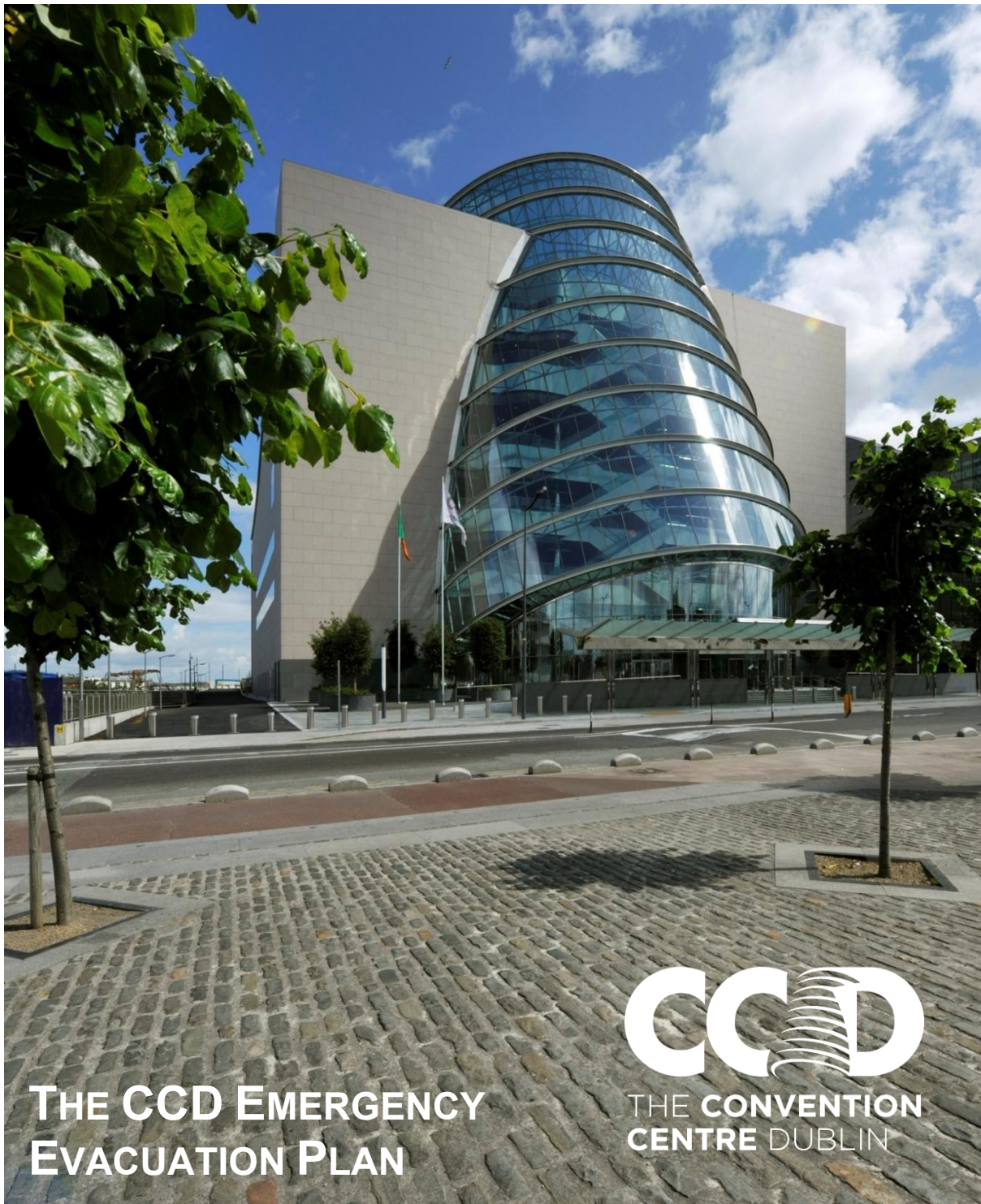
Details of any large water-containing vessels, such as bathing pools and ponds, must be submitted to the venue for approval no later than 28 days prior to tenancy. Vessels of this type must be fitted either with a connection in the base for a waste pipe, or with a suitable connection incorporating a pump, connected to a waste pipe that has been ordered from the venue, or the venue's contractor.

Any electrical equipment, such as pumps, must comply with the guidance in the Electrical Installation and Testing section.

All valves and stop cocks shall be accessible at all times.

Control of legionella - All equipment and/or exhibits are required to conform to the Health Service Executive (HSE) approved Code of Practice L: The Control of Legionella Bacteria in Water Systems. By-laws of the relevant water authority must also be adhered to.

Organisers shall advise the venue, in advance, of the nature of any equipment or exhibit(s) for which a foreseeable risk is identified and is capable of generating an aerosol spray, for example, fountain, whirlpool spa, humidifier etc.



**THE CCD EMERGENCY  
EVACUATION PLAN**



## **Building Evacuation Strategy – Fire Incidents**

In the interest of your own and your colleague's safety it is essential that everyone is aware of the location and purpose of fire appliances and the procedures to be followed in the event of an emergency at The Convention Centre Dublin.

The objective and outcome of the building's fire alarm and evacuation strategy is to ensure that for a fire event the building's occupants will receive a warning of the fire event and will be able to reach a place of ultimate safety external to the building, within a time period, before exits routes may become untenable, as a result of the effects of the fire event.

### **Fire Alarm System**

An automatic fire detection and warning system (smoke / heat detection); together with an automatic fire suppression system is installed throughout the venue – where the activation of either system will provide an automatic signal of a potential fire event in the Security Command Centre.

The fire alarm will be received in the Security Command Centre in one of four ways:

- Smoke or heat detector
- Beam Detection in specific areas
- Break Glass Unit
- By phone, using the emergency number ext. 4999 (01 818 4999)

This signal is first investigated by a member of The CCD Security Team whose responsibility is to determine whether a fire is in progress and evacuation is required. Where the CCD Security Officer does not respond within 6 minutes (internal investigation), a second knock status follows, then an automatic building evacuation sequence will commence.

(Note: Investigation period is limited to 5 minutes for internal areas and 6 minutes for external plant areas).

The fire alarm panel is located in the Security Command Centre which is located on Level M at Back of House Northwest of the building, accessible from the staff entrance via Stairwell 5.

The Security Command Centre, which, is staffed 24 hours a day in The CCD, will be the Control Point in any incident or emergency. Internal Telephone number is as follows:

- Security Command Centre – ext. 4999 (01 818 4999)

The Security Command Centre will be responsible for alerting the CCD Security Team and summoning the relevant Emergency Services.

## **Evacuation Zones**

The building complex fire alarm system has been segregated for evacuation into the following zones:

- Zone 1 – Basement levels B1, B2 & B3.
- Zone 2 – Front of House, Middle of House areas from Ground Level to Level 6 and auditorium levels.
- Zone 3 – Back of House areas levels ground to 3.
- Zone 4 – Plant rooms levels 4, 5, 7 & 8.

The building complex has additionally, for evacuation, been configured to take account of the auditorium being either occupied (show mode) or unoccupied (non-show mode).

In the event of a fire at The CCD, it is not the intention that anyone would remain in the building and therefore the Evacuate All Zones alarm will be raised.

## **Fire Evacuation Procedure**

The building complex evacuation philosophy is “simultaneous total evacuation” i.e. it is not the intent, expectation nor desire that occupants will remain within the building for a prolonged period of time when a fire event has been verified.

The designated category of simultaneous evacuation is “two staged evacuation” – i.e. there is an investigation period undertaken by designated staff before any fire alarm sounders / voice evacuation directions are activated. The basic system operating principles are following the activation of a single fire detector device:

- An initial alert signal will be given – buzzer at Security Command Centre fire alarm panel and repeater panels.
- A staff investigation period will then follow (maximum investigation period six minutes).
- The fire alarm systems sounders, strobe flashing / voice evacuation directions will be broadcast where:
  - A fire event is confirmed – through staff investigation procedures.
  - The agreed time period (6 minutes) for staff investigation of the fire alarm event lapses – without the fire alarm having been cancelled; or
  - A second detector device is activated during the investigation period.

## Fire Event – Emergency Response Procedures

The Emergency Response Procedures have been derived to provide for the investigation of a possible fire by the Security Team before occupants are alerted and a building evacuation implemented.

Where a fire event is confirmed and is not capable of being quickly brought under control, the building must be evacuated immediately in a well-managed and orderly manner.

The investigation of a fire and the management of that event and escalating actions will be the responsibility of The CCD Security Command Centre Supervisor until the Dublin City Council Fire Brigade arrive and take effective and strategic command of the situation.

Basic generic response procedures in response to a reported fire event are summarised as follows:

### Verify

- On receipt of a fire warning signal (e.g., smoke detector head) it is important to quickly verify the existence of a fire – or not. The CCD Security Command Centre Operator is required to interrogate the fire detection panel / fireworks system and immediately dispatch the Security Team, to investigate the area of the reported fire.
- The Security Command Centre Operator calls 'Bravo Control to all Sites, Stand by for Code 1'.
- After the alarm has been acknowledged the Security Command Centre Operator will identify the location of the alarm from the fire detection panel and will relay the exact destination to a member of the Security Team and despatch them to investigate that area of the building.
- On arrival at the area, the investigator is to ascertain if the alarm is genuine or false, e.g. faulty detector, vandalism, client smoking etc.
- They are to report this finding immediately to the Security Command Centre. This must be done within 6 minutes of the initial alert on the screen.
- The **time limit for investigation is 6 minutes**. If the cause of the alarm is not identified within that time, the system will automatically go into evacuation mode.
- Notification includes Voice Activation System and strobe lights. The Voice Activation System message is as follows:

**Ladies and Gentlemen, may I have your attention please. An incident has been reported in the building. We must ask you to leave the building by the nearest exit as quickly as possible. Do not use the lifts and do not stop to collect personal belongings.**

### Control

- If the investigation is completed within 6 minutes, the alarm, if found to be false, it may be accepted as false and the Fire Emergency Services will not be called. If the investigation is not completed within 6 minutes, a full evacuation mode will be assumed, and the Voice Activation System message will commence.
- If it is a false alarm, it is declared as 'Code 2' (false alarm) over the Radio Communication and the Security Command Centre Supervisor will reset the alarm system.
- If a fire is discovered, then the Security Command Centre Operator will declare 'Condition Raven' (fire) over the Radio Communication overriding all Radio Channels and evacuation procedures will commence. They will also state the location of the Raven.
- The Security Command Centre Operator will monitor the situation to ensure that, if there is a fire, the Fire Emergency Services are notified on 999 or 112.
- The Security Command Centre Supervisor or their designee will then attend the Security Command Centre to assist the on-duty Security team.
- If the investigation confirms a fire event or the fire alarm system goes into a second knock status, A member of the On-duty Security team will take up position within the Security Command Centre until such time as the Dublin City Council Fire Brigade arrive – and then along with Security Command Centre staff remain in standby to

provide the Dublin City Council Fire Brigade with any relevant information as maybe of assistance to them.

#### **Clear**

- On the occasion that a fire event is verified the building must be evacuated.
- On hearing Code 1, the Security Personnel on duty will go to their designated Fire Marshal points.
- The Security Personnel or CCD Hosts will be ready to open the doors into the main halls for an evacuation (Any open doors will automatically close when the fire alarm activates).
- The Security Personnel will repeat in a loud clear voice until the area is clear.
  - **Ladies and Gentlemen; This way out please.**
- During this evacuation procedure, The CCD staff members should ensure that people waiting for evacuation assistance in wheelchair refuge areas receive the necessary assistance to evacuate the building. Staff trained to use evacuation lifts take control of lifts and commence evacuations from refuge areas as directed by the Security Command Centre and from requests received from refuge areas – noting the priority evacuation sequence is from the fire floor, followed by the floor(s) above the fire floor and then the floor(s) below the fire floor. Please see Section 2.5 in respect to the evacuation of persons with special needs.
- Once the area is clear, the Security Personnel must also evacuate and attend the assembly point.

#### **Event Mode:**

The above is applicable during event mode, with the following additional measures:

- In event mode, all Security Staff and CCD Hosts are to be briefed by the Event Manager, prior to the opening of an event, on their duties to assist in the safe and rapid clearance of the venue.
- The Event Manager is responsible for ensuring that the Organisers instruct their management and staff on how to assist in crowd control within an exhibition or event. All external staff must be familiar with the location of exits and with The CCD's Emergency Procedures.
- For seated events the Security Manager and Event Manager will brief their supervisors and Hosts on the venue's Emergency Procedures prior to the event opening. Hosts will be stationed on exits in the event of an evacuation.
- The Security Personnel and CCD Hosts must be ready to open the doors into the main halls for an evacuation (Any open doors will automatically close when the fire alarm activates).
- CCD Hosts will identify where any people with mobility issues are present in the venue and notify the Host Duty Supervisor, who will then notify the Security Command Centre or Event Manager.
- Once the area is clear, the Security Personnel and the CCD Hosts must also evacuate and attend the assembly point.

## **Restrict**

- Once the building evacuation has commenced, people are not to attempt to re-enter the building; until The CCD Security (under the instruction of Dublin City Council Fire Brigade) give direction on when it is safe to do so.
- If requested to attend an incident, the Gardaí will be briefed upon arrival by the Security Manager, Event Manager, Hospitality Manager or Security Command Centre Operator (depending upon who is on site) so that they can assist with traffic and crowd control. Depending upon the nature of the incident, the Gardaí may decide to assume control of the incident. In this situation, The CCD Management will report to and support the Gardaí.

## **Lifts**

During building evacuation designated evacuation lifts are only to be used under the direction of either appropriately trained staff or under the supervision of the Dublin Fire Brigade.

- P1 (Front of House West side), P4 (Front of House East side) & P5 (Back of House West Side) – Fireman evacuation lifts (NOTE these lifts do not have a hatch in the roof)
- P2 (Front of House West side) & P3 (Front of House East side) – Evacuation lifts

Under no circumstances are lifts to be operated by untrained personnel during an emergency evacuation.

## **Notification of the Emergency Services**

Once a 'Raven' situation has been declared, the Security Command Centre Operator will immediately call the Fire Emergency Services by calling 999 or 112 on the telephone, giving the following information:

- Inform the operator that there is a fire at; The CCD, Spencer Dock, Northwall Quay.
- Give clear directions.
- Give the correct rendezvous point – the Security Command Centre. However, in the event that it is necessary to evacuate the Security Command Centre, the alternative rendezvous point will be on the western access road.
- After completing the call, the Security Command Centre Operator will nominate a security officer to attend the rendezvous point to liaise with the Chief Fire Officer attending.
- The liaison officer will direct the fire officers to the location of the fire and will stay with them as the point of contact.
- The controller will contact Maintenance FM to be on standby to carry out any requests from the Chief Fire Officer regarding isolating power supply or any other services, turning sprinklers off, or operating the ventilation system.
- The site plans located in the Dock Office in the basement, those in the Security Command Centre, or under the East escalator will be made available to the fire service.

From the time of arrival to the end of the incident the Chief Fire Officer from Dublin City Fire Brigade takes command and is responsible for declaring the emergency over. Instructions from any other source must not be acted upon unless cleared by the Chief Fire Officer from Dublin City Fire Brigade via the liaison officer.

## **Assembly Point**

After an evacuation, all employees should proceed to the agreed Assembly Point on North Wall Quay adjacent to the Samuel Beckett Bridge. Please refer to Appendix Two for location of the Assembly Point - Green X.

In event mode the Delegates will assemble at Assembly Point directly across the road in front of The CCD. Please refer to Appendix Two for the location of the Assembly Point – Red X

### **Bomb Threat**

In the event of a bomb threat, employees, and delegates will be directed from this assembly point to the bomb threat assembly point which is further down the quays towards Dublin Port. Please see picture below in Appendix.

### **Staff Assembly Point:**

All The CCD Staff, service providers and contractors must congregate at Staff Assembly Point.

**Observe and Obey:**

- *Do not use an external charger or booster battery.*
- *Charge the battery in a well-ventilated area.*
- *Use proper AC input voltage for charging as indicated on the machine.*
- *Use only a Genie authorized battery and charger.*

**To Charge Batteries Maintenance - free batteries**

- *Connect the battery charger to a grounded AC circuit.*
- *The charger will indicate when the battery is fully charged*

The CCD Staff are to assemble with their floors/ teams as follows:

- FOH Level M: Finance, ICT, Marketing, Directors, HR, Business Support
- BOH Level 1: Facilities Team, Health and Safety, Cagney's Cleaning, Maintenance & Visiting Contractors.
- BOH Level 2: Event Team, Technical Team & Sales Department
- Hospitality - Fitzers Catering are responsible for ensuring that all of their employees are present, their designated areas are clear and reporting same to the Assembly Point Marshal.

Each floor will have their own designated Fire Marshal – in the event that the designated Fire Marshal is not present, a deputy Fire Marshal will have responsibility for the area.

Each Fire Marshall will have a responsibility to report to the Assembly Point Marshal at the Assembly Point. All employees in turn have a responsibility to ensure that they report to their designated Fire Marshall or Deputy at the Assembly Point to acknowledge their presence.

In the event that any member of The CCD staff, service partners or contractors have visitors at The CCD, they will also congregate at the Staff Assembly Point.

**Visitor Assembly Point (Used only in Event Mode):**

All delegates attending an Event and Event Organiser's Contractors must congregate at the Visitor Assembly Point. It is the responsibility of the Event Organiser to account for all contractors and employees present at the event and report to the Assembly Point Marshal. A designated member of the Event or Hospitality team will act as Assembly Point Marshal for the Visitor Assembly Point.

Following an evacuation of the venue, Fire Marshals, as nominated, will report their zones are clear to the Staff Assembly Point Marshal at the Assembly Point. The Staff Assembly Marshal will then report the result of the zone checks to the Security Command Centre Supervisor.

CCD Hosts will report to the Visitor Assembly Point Marshal, who in turn will communicate this to the Staff Assembly Point Marshal.

## **Roles and Responsibilities**

The roles and responsibilities of the various duty holders may differ when in Non-Event and Event Mode. In these circumstances, it has been highlighted in the roles and responsibilities sections below.

### **Duties of all Staff:**

#### **On discovery of a fire:**

- If you discover a fire, or a fire is reported to you, Raise the Alarm immediately by activating a manual break glass point, make contact with the Security Command Centre via telephone on internal phone ext. 4999 (01 818 4999); and give the exact location and nature of the fire or smoke.
- Please note that the Voice Activation Alarm will not sound automatically when a manual break glass point is activated – a signal is sent to the fire alarm panel in the Security Command Centre.
- If you have a radio, switch the channel to the 'Security' channel saying the following 'YOUR NAME for the Security Command Centre, Receive – Code 1' and give details of the exact location and nature of the fire.
- If a visitor notifies the management / staff of a fire the following procedures should be followed by staff responding to visitor notification:
  1. Request / clarify exact location of incident
  2. Assess extent of fire event
  3. Get visitors name
- Initiate the evacuation of visitors and staff away from the fire.
- If the fire is small and capable of being safely extinguished with a portable extinguisher – undertake fire fighting actions e.g. a small wastepaper bin size fire. Always ensure that the exit out of the room is at your back and there is a clear exit route available when using a fire extinguisher. Under no circumstances is this to be done if it endangers personal safety. If more than one fire extinguisher is required, do not proceed further and raise the fire alarm by activating a manual break glass unit. Fire Extinguishers only to be used by trained personnel.
- The staff member should meet The CCD Security Officer and direct them to the seat of the fire – unless the event has escalated to the extent where personal safety is at risk.
- Leave the area and close all doors behind you.
- Give assistance to visitors when evacuating the areas / zone.
- Use fire exits – do not use lifts unless under the control of appropriately trained staff / or Dublin City Council Fire Brigade.
- Do not attempt to retrieve personal belongings from cloakrooms, offices or other areas.
- To prevent panic do not use the word 'fire.' The code word at The CCD for fire is 'Condition Raven.'
- Do not run in any areas, as this could be misinterpreted and cause panic.
- Do not re-enter the zone under any circumstances unless the, all clear has been given by the Dublin City Council Fire Brigade

### **Evacuation:**

In the event the building zone that staff are occupying is to be evacuated, the following message will be communicated over the voice activation system. Strobe lights will also activate.

**Ladies and Gentlemen. Please may I have your attention. An incident has been reported in the Building. Please leave the building immediately, by the nearest exit. Do not use the lifts.**

On hearing this message or seeing the strobe lights, all staff must proceed without delay to the nearest exit. In no circumstances should staff return to collect personal belongings.

All staff must adhere to any instructions provided by the designated Fire Marshals who will be recognisable as they will be wearing a high visibility jacket with Fire Marshal written on the back.

Proceed to the assembly point which is located along the river at North Wall Quay. There will be two individuals (holding STOP signs and wearing high vis vests) standing on the road stopping traffic in order to ensure a safe crossing. Cross the road in between these two individuals and proceed to the Staff Assembly Point.

Each floor will have their own designated Fire Marshal – in the event that the designated Fire Marshal is not present, a deputy Fire Marshal will have responsibility for the area. All staff have a responsibility to ensure that they report to their designated Fire Marshall or Deputy at the Assembly Point to acknowledge their presence.

In the event that any member of The CCD staff, service partners or contractors have visitors at The CCD, they will also congregate at Staff Assembly Point.

#### **Return to Work:**

It is important that once the building evacuation has commenced for people not to attempt to re-enter the building; until the Dublin City Council Fire Brigade or the Assembly Point Marshal has given direction on when it is safe to do so.

#### **Fire Drills**

Head of Security/Security Managers or supervisors will notify the following external stakeholders prior to the fire Drill taking place:

- PWC and the Estate Security
- Euro Car parks
- An Garda Siochana for roadside assistance

Security will send out an all sites that all request to Security Command Centre are to be held for 10 minutes for a reset of their systems. When the reset has taken place, they will notify via radio.

## Security Personnel

1. On receipt of a fire warning signal (e.g. smoke detector head) it is important to quickly verify the existence of a fire – or not. The CCD Security Command Centre Operator is required to interrogate the fire detection panel / fireworks system and immediately dispatch the closest member of the Security Team, to investigate the area of the reported fire.
2. After the alarm has been acknowledged the Security Command Centre Operator will identify the location of the alarm from the fire detection panel and will relay the exact destination to a member of the Security Team and despatch them to investigate that area of the building.
3. On arrival at the area, the investigator is to ascertain if the alarm is genuine or false, e.g. faulty detector, vandalism, client smoking etc.
4. They are to report their findings immediately to the Security Command Centre. This must be done within 6 minutes of the initial alert on the screen.
5. The **time limit for investigation is 6 minutes**. If the cause of the alarm is not identified within that time, the system will automatically go into evacuation mode.
6. If the investigation is completed within 6 minutes, the alarm, if found to be false, may be accepted as false and the Fire Emergency Services will not be called. If the investigation is not completed within 6 minutes, a full evacuation mode will be assumed, and the Voice Activation System message will commence.
7. If it is a false alarm, it is declared as 'Code 2' (false alarm) over the Radio Communication and the Security Command Centre Supervisor will reset the alarm system.
8. If a fire is discovered, then the Security Command Centre Operator will declare 'Condition Raven' (fire) over the Radio Communication and procedures put into place to deal with it.
9. The Security Command Centre Operator will contact the Fire Emergency Services immediately on 999 or 112 and raise the alarm in the specific zone, if it not automatically activated.
10. Notification includes Voice Activation System and strobe lights. The Voice Activation System message is as follows:

**Ladies and Gentlemen. Please may I have your attention. An incident has been reported in the Building. Please leave the building immediately, by the nearest exit. Do not use the lifts.**

11. The Security Command Centre Supervisor or their designee will then attend the Security Command Centre.
12. If the investigation confirms a fire event or the fire alarm system goes into a second knock status, The CCD Security Command Centre Supervisor is required to take up position within the Security Command Centre until such time as the Dublin City Council Fire Brigade arrive – and then along with Security Command Centre staff remain in standby to provide the Dublin City Council Fire Brigade with any relevant information as maybe of assistance to them.
13. On activation of the fire panel (e.g. due to the activation of a smoke head or break glass unit), while the Security Personnel on patrol in the specific area is investigating the activation, the remaining Security Personnel must attend their designated fire marshal points.
14. Be prepared to open the hall entry doors for an evacuation.
15. Open the doors (Any open doors will automatically close when the fire alarm activates)
16. Repeat in a loud clear voice until the area is clear,

**Ladies and Gentlemen; This way out please.**

17. When the area is clear, security personnel will also evacuate and attend the assembly point.
18. No attempt should be made to re-enter the area to retrieve personal items unless the all-clear has been given.

## Fire Marshals

There are trained designated fire marshals who have been given the duty of assisting in the evacuation of people from the building and carrying out sweeps of identified areas in order to ensure that the building is clear. Note all areas will be swept where possible during drill so Fire wardens get familiar with areas. During a real scenario, areas not in use may not be swept.

### Sweeping of Building – Fire Marshal Duties:

CCD THE CONVENTION CENTRE DUBLIN		Title: Fire Marshal Sweeping Duties During Evacuations		Version: 1.0 (April 2025)	
		Owner: Health & Safety Department		Security Command Centre (SCC) 01 818 4999	
<b>The CCD Fire Marshal Sweeping Duties During Evacuations</b>					
No.	Floor	Area	Fire Marshal Department	Area Clear	Security Notified
1	B3	Sprinkler Tank Room	Security.  <i>Access restricted – SCC Operator to determine based if someone requested access prior to the evacuation.</i>		
2	B2 (a)	Food & Beverage. Loading Bay. Hospitality Areas. Secure Holding including K1 & K2	Levy Representative. & Store man.		
3	B2 (b)	Waste Management rooms. Medical Suite. CCD Oil Tank. Post Room.	Security.  <i>Access restricted – SCC Operator to determine based if someone requested access prior to the evacuation.</i>		
4	B1	Plant Room & Workshop Areas.	Security.		
5	Ground (a)	Forum. Foyer. Public Toilets.	Security & Hosts (event mode).		
6	Ground (b)	Hospitality Areas.	Levy Representative.		
7	Level M, FOH	Level M, FOH.	ICT– West Side ICT– East Side		
8	Level M, BOH	Level M, BOH.	Security		
9	Level 1 (a) (FOH)	Liffey Halls. Public Toilets FOH. Control Rooms. L1 foyer.	CBRE Representative & Host (event mode)		
10	Level 1 (b) (FOH)	Liffey Meeting Rooms. Boardrooms. Toilets on meeting room corridor.	Samsic Supervisor & Host (event mode)		
11	Level 1 (c) (BOH)	Facilities Management Office. Staff toilets.	CBRE Representative		
12	Level 1 (d)(BOH)	Hospitality Areas	Levy Representative & CBRE Representative		
13	Level 2 (a) BOH	(Operations Office) Events. Technical. Sales. Staff Toilets.	Head of Technical Client Services or TPM		
14	Level 2 (b) BOH	Hospitality Areas: The Hive. Changing Rooms.	Levy Representative		

Title: Fire Marshal Sweeping Duties During Evacuations	Version: 1.0 (April 2026)
Owner: Health & Safety Department	Security Command Centre (SCC) 01 818 4999

No.	Floor	Area	Fire Marshal Department	Area Clear	Security Notified
15	Level 2 (c) (FOH)	Wicklow Meeting Rooms. Corridors. L2 Foyer. Toilets	Event Managers or Host Manager (non-event mode)		
16	Level 2M	Level 2M: Technical Room. Stores. Orchestra Pit.	Technical Team.		
17	Level 3 (a)	Auditorium Stage. Technical Control. Fly Tower.	Technical Team (event mode)		
18	Level 3 (b)	Auditorium. L3 Foyer. Toilets.	Security.		
19	Level 3 (c)	Auditorium Command Centre. SI Booths.	Security.		
20	Level 3 (d)	Backstage Areas. Green Rooms.	Security.		
21	Level 4	Auditorium. L4 Foyer. Toilets.	Security.		
22	Level 5	Auditorium. L5 Foyer. Toilets.	Security.		
23	Plant Rooms	Plant Rooms on level 4, 5, 7, 8.	Access restricted – SCC Operator to determine.		

**Key Department Check In:**

Events & Furniture	
Technical Production & Contractors	
Samsic & Contractors	
CBRE & Contractors	
Levy & Contractors	

**Notes & Known Persons Unaccounted for:**

**Note: During Event Mode outside of Normal Working Hours sweeping of the building is completed by CCD Hosts, CCD Security, CCD Technical, Cleaning, Maintenance and Hospitality Staff.**

During an incident, each Fire Marshal will have a distinctive high visibility vest with Fire Marshal written on the back.

- Ensure that escape routes are not obstructed and that routine fire prevention practices are being observed.
- Ensure as far as practicable that staff / visitors are briefed on the fire alarm warning signal and required response actions.
- Upon instruction of Condition Raven or sounding of the evacuation alarm, the Fire Marshal is to begin a visual check of their nominated route. They are to check all rooms on their route to make certain that they are clear of all persons. They are not to try to open locked offices. It is to be assumed that a locked office is indeed empty. They are to move down through the building to the external fire doors.
- If a Marshal comes across any person/s, they are to direct them to the nearest fire exit. If possible, direct the persons to the exit in the direction in which you are moving. The Fire Marshal is to be able to make an accurate judgment as to whether the route which they are responsible for is clear of all persons.
- After completing their area checks, all Marshals are to report to the assembly point outside the building and report to the Assembly Point Marshal.
- Inform the Assembly Point Marshal if there were any areas that you were unable to sweep or if there is any person unaccounted for in your area.
- CCD Hosts who are completing Fire Marshal duties during event mode must report to the Visitor Assembly Point Marshal on sweeping of their areas.

**Rapid Response Roles & Responsibilities:**

Role		Appointed Person:	Designee:
Staff Assembly Point Marshal	<ul style="list-style-type: none"> <li>• Code 1/Ravan/ Jackdaw or Evac alarm - Go to ground floor.</li> <li>• Pick up Evac radio from reception desk.</li> <li>• Turn onto channel 1- do a radio check with Security. If no reply use own radio to call Security Command Centre to ask them to check their evac radio.</li> <li>• Go to east escalator – grab the red bag, staff assembly point sign, loud hailer and hi vis.</li> <li>• Make your way across to the Staff Assembly Point, waiting on the traffic wardens to arrive or via the traffic lights.</li> <li>• Have Staff Assembly point sign visible. Wait for everyone. Ask them to move in, get into their departments and for any fire marshal to come forward with areas they have swept. Keep them off the cycle track. Remind anyone no smoking (Use the loud hailer if needed, ask your assistant to help)</li> <li>• Make contact with Security Command Center (SCC)- 2nd radio check. Confirm you are waiting for fire marshals to confirm what areas they have swept and you will report back shortly. Standby.</li> <li>• Take notes from fire marshals – tick off areas that have been swept as they confirm. Ask them is there anyone missing.</li> <li>• When the first group of fire marshals have confirmed what areas they swept call back SCC and ask them are they ready for you to list out the areas that have been swept.</li> <li>• Wait for confirmation that they are ready.</li> <li>• When they confirm they are ready start listing the rows on your sheet that have been swept- ask your assistant to tick off each one you are reading out as you will be holding the radio.</li> <li>• Confirm and ask them to repeat back. Confirm that that is correct.</li> <li>• Repeat until all fire marshal have approached.</li> </ul>	Health & Safety Manager	Cleaning Manager /Supervisor

	<ul style="list-style-type: none"> <li>• Confirm with Security that you are going to call back all area that haven't been reported swept at the assembly point. List off rows. Ask Security to confirm.</li> <li>• Confirm that CBRE have confirmed that all contractors are accounted for.</li> <li>• Confirm if any person is believed to be missing from fire marshal reports.</li> <li>• Fire drill scenario -If a real evacuation Dublin Fire Brigade will make the call when to return to the building.</li> <li>• Confirm that you are happy that all fire marshals have reported. Ask Security are they happy for you to call off the fire drill and ask staff to return to the building.</li> <li>• Wait for confirmation.</li> <li>• Confirm to Security that the drill is now over and everyone will be returning to the building.</li> <li>• Ask everyone to return to the building using the traffic lights or in between the traffic calming wardens. Keep them out of the cycle lane.</li> </ul>		
Event Assembly Point Marshal (only in Event Mode)	<ul style="list-style-type: none"> <li>• On hearing Code 1 call on Radio or warning message, proceed to Ground Floor Foyer and pick up High Vis jacket, Staff Assembly Point sign &amp; loud hailer.</li> <li>• On confirmation of Raven Condition, proceed to Assembly point</li> <li>• Any hosts with fire marshal duties will report to the Event Assembly Point Marshal to identify areas that they have swept.</li> <li>• The Event Assembly Point Marshal will then communicate this to the Staff Assembly Point Marshal directly.</li> <li>• If you need any assistance managing the Assembly Point, ask the hosts or members of the CCD team to assist you.</li> <li>• Where necessary make intermittent announcements to those assembled at the Assembly Point to make them aware of the situation.</li> <li>• Only re-enter the building when you have been given the instruction by the Staff Assembly Point Marshal.</li> </ul>	Event Specific	
Traffic Calming Warden (1)	<ul style="list-style-type: none"> <li>• On hearing Code 1 call on Radio or warning message, proceed to Ground Floor Foyer and open the door to room under escalator - East.</li> <li>• Pick up High Vis jacket and Stop lollipop sign &amp; loud hailer.</li> <li>• On confirmation of 'Condition Raven' or sounding of the voice activation alarm, proceed directly to West road and stop traffic coming from the right.</li> <li>• Ensure you are on the same channel as the other traffic warden.</li> <li>• Communicate with the other traffic calming warden when completing traffic calming prior to stopping traffic to ensure that they are in position.</li> <li>• Traffic Wardens to have an approx. 5-meter gap only to assist with communication.</li> </ul>	CCD Hosts	Cleaning Staff
Traffic Calming Warden (2)	<ul style="list-style-type: none"> <li>• On hearing Code 1 call on Radio or warning message, proceed to Ground Floor Foyer and pick up High Vis jacket, Stop lollipop sign &amp; loud hailer.</li> <li>• On confirmation of 'Condition Raven' or sounding of the voice activation alarm, proceed directly to East road and stop traffic coming from the left.</li> <li>• Ensure you are on the same channel as the other traffic warden.</li> <li>• Communicate with the other traffic calming warden when completing traffic calming prior to stopping traffic to ensure that they are in position.</li> <li>• Traffic Wardens to have an approx. 5-meter gap only to assist with communication.</li> </ul>	CCD Hosts	CCD Security Officer
Operator of Evacuation Lift P2 – FOH west side	<ul style="list-style-type: none"> <li>• On hearing Code 1 call on Radio or warning message, proceed to the Ground Floor Foyer.</li> <li>• On confirmation of 'Condition Raven', pick up the evacuation lift keys kept in the Concierge Podium/ Desk and proceed to P2.</li> <li>• Change your radio channel to the Security Channel and confirm that you are in position.</li> <li>• Remain on Radio Communication with the Security Command Centre and follow instructions for collection of people who require assisted evacuation.</li> <li>• Confirm receipt of any communications to and from the Security Command Centre</li> <li>• Instructions should be clear and concise.</li> </ul>	Maintenance Technician	Maintenance Technician

	<ul style="list-style-type: none"> <li>Do not put yourself at risk of harm or injury.</li> <li>On exiting all people, notify security and proceed to the Assembly Point and report to the Assembly Point Marshal</li> </ul>		
Operator of Evacuation Lift P3 – FOH east side	<ul style="list-style-type: none"> <li>As Above</li> </ul>	Maintenance Technician	Maintenance Technician
Contractor control	<ul style="list-style-type: none"> <li>On exiting the building, collect the sign in sheet for the Contractors that is kept at Level M in front of the Security Command Centre entrance.</li> <li>Account for all contractors at the Assembly Point and report through to the Staff Assembly Point Marshal.</li> <li>If there is anyone unaccounted for, make the Staff Assembly Point Marshal aware of this and then try to contact them using their mobile phone numbers.</li> </ul>	Maintenance Representative	
	<ul style="list-style-type: none"> <li></li> </ul>		

**Note: During Event Mode outside of Normal Working Hours the roles of Staff Assembly Point Marshal, Event Assembly Point Marshal and Traffic Calming Wardens are carried out by CCD Hosts, Cleaning and CCD Security. These roles are appointed on an event-by-event basis.**

**Event Manager on Duty**

- The Event Manager is responsible for ensuring that the Organisers instruct their Management and staff on how to assist in crowd control within an exhibition or event. All external staff must be familiar with the location of exits and with The CCD’s Emergency Procedures.
- For seated events the Security Manager and Event Manager will brief their supervisors and Hosts on the venue’s Emergency Procedures prior to the event opening. Hosts will be stationed on exits in the event of an evacuation.

**Visitors**

All CCD staff must take responsibility for their visitors in the event of an evacuation. Please guide any visitors to the designated Staff Assembly Point.

**Visitors with Special Needs**

At no time should visitors or staff with disabilities be left to fend for themselves, during a fire alert / building evacuation.

There are three main stages in assisting people with disabilities:

- Identify those who may need special assistance in an emergency.
- Assist those with disabilities to refuge areas.
- Evacuate from refuge areas to ground level final exits using evacuation lifts or evacuation chairs within protected stairways.

Some disabilities may not always be obvious i.e. people who have had strokes or heart attacks or who have impaired sight or hearing. It is not only staff and visitors with permanent disabilities who may require special assistance; but also, staff and visitors with short term needs i.e. women in the later stages of pregnancy or staff and visitors with broken limbs in plaster etc.

**Wheelchair users and people with impaired mobility**

It should not be presumed that only people in wheelchairs are viewed to have mobility impairments – this category includes people who can use stairs but might not be able to reach protected exit routes in normal escape times without some aided assistance.

Equally presumptions on the abilities of wheelchair users and their ability to safely leave a building should not be made.

Except at ground level where staff and visitors may be evacuated directly to the outside of the building – wheelchair users and people with impaired mobility should initially be assisted by staff to the main refuge areas.

A member of staff should wait in the refuge with the disabled person(s) until a trained member of The CCD staff or Dublin City Council Fire Brigade arrives to continue the evacuation from the building.

Evacuation from the refuge areas by trained CCD staff will be undertaken as either:

- A stairway carry down procedure by appropriately trained staff and numbers of same using evacuation chairs – noting that it would be important for the trained staff to understand and special or limiting factors which may require an alternative approach to carry down evacuation e.g. person with severe spinal disability.
- Evacuation lift exiting from the refuge by trained CCD staff.

### **Visitors with impaired vision**

In the event of a fire event, able bodied staff should be vigilant for any visitors / staff with a sight impairment and ensure that they are directed to the nearest available exit route.

Except at ground level where staff and visitors may be evacuated directly to the outside of the building – wheelchair users and people with impaired mobility should initially be assisted by staff to the main refuge areas.

A member of staff should wait in the refuge with the disabled person(s) until a trained member of CCD staff or Dublin City Council Fire Brigade arrives to continue the evacuation from the building.

Evacuation from the refuge areas by the trained CCD staff will be undertaken as either:

- A stairway carry down procedure by appropriately trained staff and numbers of same using evacuation chairs – noting that it would be important for the trained staff to understand and special or limiting factors which may require an alternative approach to carry down evacuation e.g. person with severe spinal disability
- Evacuation lift exiting from the refuge by trained CCD staff.

### **Visitors with impaired hearing**

In the event of a fire event able bodied staff should be vigilant for any visitor with hearing impairment and ensure they are assisted / directed towards the nearest available exit.

### **Refuge Areas**

- A wheelchair refuge area is provided for each protected stairway facilitating egress from each storey.
- Each refuge is provided with an area accessible for a wheelchair in which a wheelchair bound person can wait for assistance to evacuate the building.
- Where the refuge is within a protected stair, protected lobby, or protected corridor, the wheelchair space does not reduce the required clear exit width; nor obstruct the main flow of people exiting the building.
- The refuge areas are provided with independent two-way communication for a person(s) to contact management / be contacted by management in accordance with the recommendations of BS5588 Part 12 (now superseded by BS9999).
- Refuge areas are in the outer stairwells 1 & 4 in that 2 x wheelchair spaces were provided within Cores 1 & 4.
- Refuge areas are also back of house.

### **Contractors**

The CCD has implemented a procedure to ensure that safe systems of work are employed by contractors, on The CCD premises.

All contractors are made aware that when the alarm sounds they must immediately down tools and evacuate the building via their nearest exit and make their way directly to the assembly point, where

they must make themselves known to a member of the CCD Facilities Maintenance team.

### Fire Appliances

The location of the Stairs, Fire Extinguishers, Wet & Dry Risers are indicated on the attached floor plans.

You are advised to study these plans with regard to the locations of exit staircases (Appendix Two).

As part of the event process, each Event Organiser is required to complete a Fire Risk Assessment identifying if the fire load in the building is increased due to the presence of the fixtures/fittings or activities associated with their event. Additional fire extinguishers are available should the venue see it as necessary during events.

Different colours in extinguisher labels indicate different uses.

Fire Fighting Equipment	Colour	Use On
Foam	CREAM	Combustible materials, Paper, Wood, Upholstery, Oil Fires.
CO2	BLACK	Electrical Wiring, Machines, Flammable Liquids.
Water	RED	Paper, Wood, Textiles.
Dry Powder	BLUE	Petrols, Paints, Gases & Oils
Wet Chemical	YELLOW	Cooking Oils

### Fire Blankets

There are fire blankets installed at the tea station areas. To use a fire blanket, simply pull it from its enclosure and place over the fire. Full instructions for its use are printed on the front of the enclosure.

### Stairs

There are six sets of stairs located at each corner of the building; 4 x sets Front of House; 2 x sets Back of House. You are advised to familiarise yourself with the location of the stairs within the building.

## **Bomb Incidents**

### **Dealing with a bomb incident**

Immediately upon receipt of a warning, the recipient should notify the Security Command Centre on the internal phone system dialling 4999 passing on all relevant information.

It is important that the receiver of the original verbal information asks two important questions: -

1. Where has the device been placed?
2. When will it go off?

The receiver of the call should use the bomb threat call checklist -appendix 1 and send it onto Security immediately after receiving the call.

This information will help to decide whether all or part of the building is to be evacuated, or if there is time to carry out a search prior to the deadline set.

It is important not to create panic within The CCD. In order to prevent it the following should be remembered,

1. The word 'bomb' should never be used.
2. The word 'scare' should never be used in conjunction with the word 'bomb.'
3. The code word for a Bomb is 'Magpie' which should always be used. This will remove the possibility of creating panic if a message such as 'We have received a Magpie call,' were to be overheard by a member of the public.
4. Care must be taken when using radios, as members of the public may overhear any messages relating to the incident.
5. Do not run in front of house areas, as this could be misinterpreted and cause panic.

On confirmation of an incident the Security Command Centre Operator will:

1. Inform the Security Supervisor or their designee, who will take charge of the incident. They will inform the CEO of The CCD and, if time permits, the organiser(s) of the events.
2. Alert the medical staff to be on standby but wait for a further call.
3. The Security Manager/ Supervisor or their designee, may instruct the Security Command Centre Operator to call a 'Code 1 –Condition Magpie' on the All Sites channel over the radios.
4. The broadcast of "Code 1 –Condition Magpie" will be the signal for Security staff, Fire Marshals and all other members of staff to search their immediate areas.
5. A decision not to search a particular area lies with the Security Manager/ Supervisor or their designee. If no explicit instructions are given, all areas are to be searched quickly, thoroughly and methodically.
6. Until a device has been found, the use of radio's or mobile phones is often the only way of ensuring speedy communication during the search. Once a suspect device has been found all radios and mobile phones should be moved away at least 25m from it. A minimum cordon of 25m should be established immediately around the device.
7. The Security Control Operator will under the direction of Security Manager/ Supervisor, or their designee, contact the Gardaí on 999 and inform them of the situation, giving the location of the device and the nearest access point.
8. Security Manager/ Supervisor or their designee will, if necessary, instigate the evacuation of all or part of The CCD.
9. The Security Control Operator will advise the officers on the external posts to expect the arrival of the Gardaí and if possible clear the access to it.
10. If the package is discovered not to be a bomb? 'all in order' Security Manager/ Supervisor, or their designee will instruct the controller to stand down the alerted services and to broadcast the message over all sites on the radio, Code 2 – Stand Down

Suspect Packages 'Jackdaw' (A suspicious object is not a bomb until it has been confirmed as such)  
On the discovery of a suspect package the finder must

1. Inform the Security Command Centre at once
2. The Security Command Centre will inform the CEO of The CCD and, if time permits, the

organiser(s) of the events.

3. The area must be cleared of everyone not involved in dealing with it.
4. The item must not be interfered with, moved, covered up or touched but must be left for visual examination by experts.
5. Do not shake or empty the contents of any suspicious envelopes or packages.
6. Place the envelope or package in a plastic bag or some other type of container to prevent leakage of contents.
7. If a container is not available cover the envelope or package with anything e.g. clothing / paper / lid of rubbish bin.
8. Leave the room, close the door and ensure that the area is cordoned off so that no one can enter.
9. Wash your hands.
10. Head of Security or their designee will decide if the Gardaí are to be called. When they attend, they will, if necessary, alert the Bomb Squad and request their attendance. By this time the evacuation procedure should have been instigated.

**Appendix One – Bomb Threat Call Checklist**

Check Caller <b>Number Display</b> on phone & write down the number. Alert one of your colleagues if possible.								
<b>Time of Call:</b>								
What was said?								
-----								
-----								
-----								
-----								
<b>Was a Code Word given?</b>								
<b>Questions to Ask?</b>								
Where is the Bomb?								
When will it go off?								
What does it look like?								
What sort of bomb is it?								
What will make it explode?								
Did you place the bomb?								
Who planted the bomb?								
Why has it been placed?								
What is your name?								
What is your address?								
Where are you calling from?								
What is your phone number?								
Exact words of threat								
Did the caller have knowledge of the building e.g. aware of room names or floors?								
<b>Caller</b>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Adult	<input type="checkbox"/>	Juvenile	<input type="checkbox"/>
<b>Accent</b>	Local	<input type="checkbox"/>	Regional	<input type="checkbox"/>	Foreign	<input type="checkbox"/>	Disguised	<input type="checkbox"/>
<b>Voice</b>	Loud Rough	<input type="checkbox"/>	Soft Educated	<input type="checkbox"/>	High Pitched	<input type="checkbox"/>	Deep	<input type="checkbox"/>
	Angry	<input type="checkbox"/>	Breaking voice	<input type="checkbox"/>	Clearing throat	<input type="checkbox"/>	Coughing	<input type="checkbox"/>
	Crying	<input type="checkbox"/>	Disguised	<input type="checkbox"/>	Excited	<input type="checkbox"/>	Heavy breathing	<input type="checkbox"/>
	Hoarse	<input type="checkbox"/>	Intoxicated	<input type="checkbox"/>	Laughter	<input type="checkbox"/>	Squeaky	<input type="checkbox"/>
<b>Speech</b>	Fast	<input type="checkbox"/>	Slow	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Stutter	<input type="checkbox"/>

	Blurred		Distinct		Obscene		Ragged	
	Lisp		Soft		Slurred		Other	
<b>Manner</b>	Calm		Deliberate		Nervous		Hysterical	
	Rational		Irrational		Angry		Humorous	
	Coherent		Incoherent		Drunken			
<b>Background</b>	Quiet		Road Traffic		Music		Factory	
	Office Noises		Party Noise		Factory machinery		Conversati-on	
	Animal noises		House noises		Booth		PA system	
	Music		Clear		Static		Voices	
<b>Threat Language</b>	Incoherent		Taped		Profane/ Offensive		Irrational	
	Message read		Well-spoken					
Additional Comments:								
Name in Print					Signature			

**Be Calm**

**Bomb Threat Call Checklist**

**Listen Carefully**

**Report Exactly**

**Bomb Threat Call Checklist Guidance**

Dealing with a bomb threat:

1. Make yourself familiar with the Bomb Threat checklist.
2. If possible, on receipt of a phone call, alert a colleague of the call.
3. Try to keep the caller talking; ask them to repeat the warning.
4. Try to obtain as much information as possible by asking questions from the log.
5. Always stay calm, never get angry or argue with the caller.
6. Try to form an impression of what the caller is like, excitable, calm. Do they have an accent? Roughly how old do they sound?
7. Try to establish where the caller could be. Listen for background noise etc.
8. Always treat the call as genuine unless it is an obvious hoax (e.g. made by a small child.)
9. At the end of the communication, immediately contact the Security Command Centre who have a set of procedures in place for dealing with a Bomb Threat. They can be contacted on extension 4999 or (01) 818 4999.
10. Ensure that the Codeword for Bomb Threat '**Magpie**' is used at all times.

Suspect Packages:

1. If a suspect package is found, do not touch it or try to examine it more closely.
2. Isolate the area keeping everyone away from it.
3. Try to establish if it belongs to anyone.
4. **DO NOT** cause panic or alarm; Be polite and professional.
5. Contact the Security Command Centre as soon as possible and await further instructions. They can be contacted on extension 4999 or (01) 818 4999.
6. **Avoid using radios or mobile phones within 25 metres of the suspect package.**
7. If the suspect package is located near to a motor vehicle **DO NOT MOVE THE VEHICLE OR ANY VEHICLE NEAR TO IT.** Keep all moving vehicles away from the area, isolate it and make safe until assistance arrives.
8. Suspect packages should only be dealt with by trained experts.
9. Ensure that the Codeword for Suspect Packages '**Jackdaw**' is used at all times.

Appendix Two – Location of Assembly Point





### **Appendix Three – Fire Marshals for Events**

	<b>Events (All Hosts have radio communication)</b>	<b>Hospitality (All Hospitality Managers have radio communication)</b>	<b>Security (All Security staff have radio communication)</b>
Event up to 50 people	No Hosts	2 managers	2 - 3 officers
Event up to 100 people	1 Host	2 managers	2 - 3 officers
Banqueting Event for 150	1 Host	2 manager 6 waiters/ 6 chefs/porters	2 - 3 officers
Banqueting Event for 500	2 Hosts	4 manager 20 waiters/ 10 chefs/porters	3-4 officers
Banqueting Event for 1500	4 Hosts	6 manager 60 waiters/ 24 chefs/porters	5-7 officers depending on event profile
Event in the Auditorium	14 Hosts (1000 + delegates) 10 Hosts (1000 delegates) 6 Hosts (up to 500 delegates)	Dependent on the Client Requirements	5-7 officers depending on event profile
Conference for 1000 people	6 Hosts	6 manager 24 waiters/ 12 chefs/porters	5 officers
Conference for 500 people	2 Hosts	3 manager 12 waiters/ 6 chefs/porters	3-4 officers
Full site let	16 Hosts	Dependent on the client requirements	5+ officers depending on event profile

### **Appendix Four - Bomb Threat Assembly Location**

