



April 2009

Choices for Life Health and Safety Policy



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VERSION CONTROL

Version No	Change / Update / Reason	Date Amended	Authorisation
2	Revised for 2010 event	January 2010	



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HEALTH AND SAFETY POLICY STATEMENT

The Scottish Crime and Drug Enforcement Agency (SCDEA), working in partnership with the Scottish Police service, is the event organiser for Choices for Life. Guided by the *Event Safety (Purple) Guide*, Senior Management at Choices for Life recognise and accept their responsibility as employers for providing, as far as is reasonably practicable, a safe and healthy working environment for all their employees, visitors and contractors.

The aims and provisions of the Health and safety at Work Act 1974 and its associated regulations are acknowledged by the Scottish Crime and Drug Enforcement Agency. We are committed to complying not only with all relevant statutory obligations but hereby also affirm our intention to actively **manage** health and safety within the organisation. We believe that, through our actions, a positive contribution can be made to the creation of a healthy and safe working environment leading to concomitant improvements in overall efficiency and general performance levels.

We expect staff, partners students, visitors, contractors and other employers who work with us to share this commitment by complying with our policies and, where appropriate, our procedures and to understand that they too have legal and moral obligations to themselves and to one another. Ensuring that our staff, partners and any contractors we employ are competent and carry out risk assessments for all the work they control

Our policy statement is as follows:-

1. To provide adequate control of health and safety risks arising from our activities, in all areas of working life, including a full management system;
2. To consult with our employees, partners and contractors on matters affecting their health and safety;
3. To provide and maintain safe plant and equipment;
4. To provide safe access to and egress from all venues and ensure the events are safe for both employees and visitors;
5. To ensure safe handling and use of substances;
6. To provide information, instruction and supervision for employees and third parties;
7. To ensure all employees are competent to do their tasks, and are given adequate training and provided with adequate welfare provision;
8. To prevent accidents and cases of work related ill health;
9. To maintain safe and healthy working conditions;
10. To develop a positive health and safety culture at all venues; and
11. To monitor activity, review and revise this policy as necessary at regular intervals.

A copy of this policy will be available on the Choices for Life website.

Signed
Mr Gordon Meldrum
Director General



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1. RESPONSIBILITIES FOR HEALTH AND SAFETY AT WORK

General Responsibilities of the Event Organiser for Choices for Life

The Scottish Crime and Drug Enforcement Agency (SCDEA), working in partnership with the Scottish Police service, is the event organiser for Choices for Life. The SCDEA is responsible for:

- Being in overall charge of the event
- Creating an overarching health and safety policy
- Planning to ensure the policy is put into practice by ensuring that the production manager is briefed before the schedule of events and to hold briefing involving the production manager and the Local Planning Team (LPT)/Operational Police commander prior to each event and before the Police Commander's briefing
- Organising an effective management structure and arrangements for the delivery of the policy
- Monitoring health and safety performance
- Debriefing, auditing and reviewing performance

General Responsibilities of the Production Manager on behalf of Choices for Life

The production manager is responsible for overseeing the load-in, the build, production (technical areas), break-down and load out at the venue; for the personnel and staff employed in this process and ensuring this policy and the site rules (appendix 'E') is adhered to at each venue on behalf of the Event organiser. He/she will pass responsibility for the 'front of house' activity to the LPT at each venue at a point where all preparatory work has been completed. At that point, the production manager will sign over that responsibility in accordance with this policy for the period leading up to, during and after the event when the audience are allowed entry. Backstage and any elements of the production which remain 'front of house' during the show, such as camera crew and sound technicians as well as their equipment remain the responsibility of the production manager at all times. At the end of each event at a suitable time after the venue has been vacated by patrons and when it is deemed safe to do so the production manager will resume control of 'front of house' so that any technical work can resume.

Front of House Responsibilities of the Lead Officer for the Local Planning Team

Once the production manager is satisfied that the preparation for the produced element of the event is complete, the responsibility for the 'front of house' activity in the immediate lead up to the event, during the event and after the event will pass to the lead officer for the local planning team. At the end of each event, at a suitable time after the venue has been vacated by patrons and when it is deemed safe to do so, the lead officer for the local planning team will return control of 'front of house' to the production manager so that any technical work and checks can be resumed.

Notwithstanding this, each individual must take personal responsibility for working safely and being aware of the safety of others.

Any workplace accident or patron injury/illness must be immediately reported to the event organiser.



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The front of house management is the responsibility of the local planning team and those responsibilities are listed:

- To provide event safety plan
- To provide contact details of key personnel on site for the event
- To be responsible for the safety of the audience and all front of house personnel including, in consultation with the Event Organiser, the numbers of first aid personnel and stewards required based on the guidance provided in the *Event Safety (Purple) Guide*
- To ensure that the needs of the audience are looked after
- To ensure policies that relate to the public access areas of the venue including fire safety, building security and front of house are adhered to
- To control audience traffic and manage patron problems before, during and after each performance.
- To brief and debrief, oversee stewards, first aid teams, volunteers/ushers for all performances in the venue
- To check with the production manager whether any warning notices are needed (special effects, special needs, specific requirements, etc.)
- To communicate with the production manager for the timing of the show's start and conclusion
- To coordinate safe entrance of latecomers to the venue
- To be prepared for and keep records on first aid emergencies, accidents or occurrences
- To inform the production manager and event organiser (or their deputy) about any first aid emergencies, accidents or occurrences.
- To be familiar with fire regulations and safety regulations and to ensure that all front of house personnel and patrons are abiding by these regulations.
- To evacuate the audience in case of an emergency
- To ensure that an adequate fire risk assessment is in place prior to the event.

ALL FRONT OF HOUSE PERSONNEL SHOULD RECEIVE AN ORIENTATION PRIOR TO BRIEFING:

Working flashlights should be used when directing patrons to their seats for all latecomers and if there is low lighting in the venue.

All members of the front of house team should be aware of what to do and who will take charge in the event of medical emergencies, fire evacuation, power failure, accident/incident reporting, discovery of fire, latecomers and disruptive/overly energetic patrons in the audience during the show and other audience safety issues (see event safety plan – see appendix 'B').

EMERGENCY PROCEDURES

1. Identify and deploy first aid posts and ambulance loading point
2. The fire safety & fire prevention policy at your venue should be explained and understood by staff.
3. Demonstrate how the fire alarm system works and ensure a competent person is present to complete this.
4. A tour of the venue should be given to highlight and demonstrate the venue's emergency
5. Procedures and fire exit routes.



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6. Indicate what they should do upon discovery of fire.
7. Indicate where the “evacuation point” will be in case of an evacuation.
8. Explain the procedures if there is a power failure during a performance.
9. Explain how front of house deals with first aid or patron medical emergencies or injuries and the position of the first aid post and ambulance loading point.

FIRST AID

1. There will be occasions when patrons will experience an emergency within the venue and may require assistance. There is a requirement to have first aiders/ambulance on site.
2. All members of the front of house team should be familiar with the accident reporting procedure and must immediately report any significant incidents to the event organiser in consultation with the police operational commander.
3. Location of first aid kits and emergency contact information should be posted. There should be a specific kit for front of house use.
4. All patron injuries or illnesses must be reported and records kept by the local planning team in accordance with paragraph 2.2
5. Work to the requirements of the Event Safety Guide

2. HEALTH AND SAFETY ARRANGEMENTS

The following are important Health and Safety arrangements, which cover the operation of Choices for Life.

2.1 Reporting Potential Hazards

All members of staff must be alert to potential hazards so that they may be avoided. It is the duty of each member of staff to report any potential hazards as follows:-

- i) if the potential hazard is an emergency (i.e. immediate danger to occupants or to the fabric of any building used), then the **nearest break glass call point** must be actuated. All other urgent matters should **be reported immediately** to the Event Organiser. The advice and guidance of any on site Fire & Rescue Officer may be taken. The Production Manager will be responsible for informing members of Senior Management as soon as possible. If any question arises over the continuation of the show the event organiser will make a decision in consultation with the Operational Police Commander. Ultimately, the Police Commander has the final say.
- ii) if the hazard is of a more minor nature then the following course of action should be taken:-

Stage 1 Person raises problem with their Team Leader.

 If it is not resolved:-

Stage 2 Person raises problem with a member of the Choices for Life team who will be wearing 'Access all Area' identification at all times



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The Choices for Life team member may be able to reassure the employee that no hazard exists.

If it is not resolved:-

Stage 3 The Choices for Life Health and Safety Advisor should be told.

2.2 Reporting of Incidents

An accident which results in an injury to a member of staff, visitor, contractor or other third party, or which causes damage to clothing or fabric of the building must be recorded on an accident report form (Appendix 'C'). Accident report forms are available from the Production Manager or a lead member of Choices for Life Team. These forms, when complete, should be returned without delay. The Choices for Life Health and Safety Advisor will be informed as soon as is reasonably practicable.

If any member of staff books off duty, as a result of an accident which occurred during business time, they should report the matter prior to leaving the venue. Should a matter not become apparent until later, e.g. effect of working with a chemical, then the matter must be reported by telephone as soon as possible.

Reference must always be made with the list detailed below to see if the criteria for informing the Choices for Life Health and Safety Advisor have been met. The Choices for Life Health and Safety Advisor must be contacted without delay.

Procedure for informing Health and Safety of certain incidents:

The Choices for Life Health and Safety Advisor should be informed as soon as possible in the following circumstances.

1. Any serious accident, incident or injury.
2. Any accident involving a fracture or where any member of staff requires hospital treatment.
3. Any accident or injury resulting in a member of staff being off work more than 3 days or requiring a R.I.D.D.O.R. Report for another reason.
4. Any Road Traffic Collision where either staff or a third party are injured.
5. Any incident or situation where staff may require Health and Safety advice outwith the experience of the Production Manager.

2.2.1 Near Miss Incidents

A near miss incident is one where an accident could have easily occurred e.g. an item falls from a roof, does not hit anyone and causes no damage. These incidents will be recorded on Near Miss forms (Appendix 'D') and reported immediately to the Choices for Life Health and Safety Advisor. Near miss reports are used by the Choices for Life Health and Safety Advisor to identify and rectify problem areas prior to someone being injured.



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Any member of staff who has a difficulty filling in an accident/near miss form should seek the help of the event organiser

2.3 Safety Committee

The Safety Committee at the Scottish Crime and Drug Enforcement Agency (SCDEA) meets approximately four times per year in order to discuss safety matters relevant to the organisation. The Committee will oversee all Health and Safety matters relating to Choices for Life as a whole.

The main purpose of the Committee is to promote co-operation of all staff in instigating, developing and monitoring of health and safety matters so as to ensure that legal requirements are met and the organisation's aim of a safe working environment is achieved and maintained. The main aim of the Safety Committee is to create a positive safety culture.

2.4 Risk Assessments

Risk Assessment is central to the arrangements for the management of the events Health and Safety Policy.

The Production Manager and lead officer for the local planning team will ensure that specific and generic risk assessments are carried out in the areas under their control. The results of the front of house assessments will be evaluated by the officer designated as the operational police commander (they may wish to consult with Force Health and Safety Advisors/CFL Health and Safety Advisor) who will organise any additional risk control measures that may be required, using the risk control hierarchy listed below:-

- i) Eliminate the hazard at source.
- ii) Reduce the hazard at source.
- iii) Remove person from hazard.
- iv) Contain hazard by enclosure.
- v) Reduce employee exposure.
- vi) Systems of Work.
- vii) Personal protective equipment.

The person carrying out the risk assessment will be responsible for monitoring and review as required. Details of planned reviews will be detailed on the risk assessment.

Risk assessments should be placed in the event safety plan and should be kept in a clearly marked folder within the venue.

2.4.1 Dynamic Risk Assessment



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It is not always possible for Choices for Life to have risk assessments in place for every single event or activity. Sometimes things happen unexpectedly and staff have to deal with these eventualities safely. The process for doing this is called Dynamic Risk Assessment.

This means that staff will look at the problem event or activity and use their health and safety experience to decide how the activity may be completed safely. They will carry out their own risk assessment of the situation and put in place a safe system of work. The only difference here is that it will not be written down nor will it be used again. If it is known that these circumstances will arise again then a formal assessment will be carried out.

The following are the relevant general Health and Safety arrangements currently in place:-

2.5 Contractors

Choices for Life owes a duty of care to all persons setting foot at any of its events. In turn the Contractor owes a duty of care to any venue users likely to be affected by their work.

Contractors who work for Choices for Life are selected using various criteria, one of the most important being their safety record. Contractors who do not meet the standards required by Choices for Life, including the provision of adequate insurance cover to an agreed level, will be removed from the "Approved List of Contractors."

Contractors (and visitors backstage) at venues are controlled directly by the Production Manager or designated deputy on arrival.

Certain types of work will not be allowed to take place unless a Permit to Work has been issued. (See section 2.25 detailing Permit to Work.)

All contractors will be required to submit copies of their Public Liability Insurance, site specific risk assessments and method statements to the Production Manager at least 30 days prior to any work taking place. The production manager will ensure that they are suitable and sufficient for his purposes and they will then be incorporated in the event safety plan.

Assessments under the Control of Substances Hazardous to Health Regulations 2002 and the Dangerous Substance and Explosive Atmosphere Regulations 2002 must also be submitted where applicable. These assessments will then be scrutinised by the Production Manager. In consultation with the local planning team he/she will then carry out a risk assessment on behalf of Choices for Life which will provide an overview to site safety taking into consideration any alterations to associated documents and procedures such as the Fire Risk Assessment. These assessments will also be incorporated in the event safety plan.

All contractors coming onto premises will be signed in, issued with Security Identification, informed of the authorities health and safety procedures including Fire



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Safety procedures, evacuation points and reminded that smoking is not allowed in any premises.

2.6 Control of Substances Hazardous to Health

The Production Manager will ensure that no work is carried out which is liable to expose any employees, visitors, contractors or other third parties to any product, chemical, or substance hazardous to health unless a suitable and sufficient assessment of the risks created by the substance and activity has been carried out and the necessary risk control measures have been put in place. The Production Manager will be responsible for ensuring that all necessary assessments are carried out.

The risk control hierarchy outlined in Section 4 will be used as a means of controlling exposure to such substances. It is important to think about the storage of these substances and any impact on the Fire Risk Assessment or Emergency Planning.

Any substance identified as being flammable, explosive or an asphyxiant will require further assessment under Dangerous Substances and Explosive Atmosphere Regulations. See section 9.

No member of staff, visitor, contractor or other third party will bring any substance onto the Authorities premises or venue without informing the Production Manager and allowing him to carry out an assessment on the substance.

2.7 Dangerous Substances and Explosive Atmosphere Regulations

The Production Manager will ensure that all substances which are identified from the **Control of Substances Hazardous to Health Regulations 2002 (COSHH)** as being flammable, explosive or an asphyxiate have an assessment carried out in compliance with the Dangerous Substances and Explosive Atmosphere Regulations 2002. These assessments will be kept in clearly labelled folders along with the C.O.S.H.H. Assessments. The Production Manager will be responsible for ensuring that all necessary assessments are carried out. No substances falling within these groups will be brought onto site or used by staff without a suitable and sufficient assessment being completed.

Particular care must be taken with gas canisters and cylinders. These clearly have an impact on fire safety and the premises Fire Risk Assessment. The Choices for Life Health and Safety Advisor must be informed of any cylinders brought into venues so that consideration may be given to suitable storage and any alterations required in Fire Risk Assessment and Emergency Planning.

2.8 Action

Action may be initiated against any employee who violates safety rules/standards, fails to use Personal Protective Equipment (P.P.E.), safety equipment provided or damages or interferes with that equipment.

2.9 Electricity at Work



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Work on electrical equipment and systems can be hazardous and Choices for Life will, therefore, reduce the risks so far as is reasonably practicable and always comply with The Electricity at Work Regulations 1989. The Production Manager will ensure that electrical equipment and systems are properly constructed, isolated, installed, maintained and risk assessed in compliance with current legislation and that installations are suitable for the environment in which they are used. Where not available on site a qualified electrician must be employed for the purpose of ensuring the equipment is safe to operate. Suitable protective equipment will be provided where necessary and maintained in good condition. All persons carrying out electrical work will be competent for the tasks assigned to them.

Arrangements in place will ensure that:

1. electrical installations and equipment are installed in accordance with the current I.E.E.E. (Institute of Electrical and Electronics Engineers) Wiring Regulations.
2. employees/contractors who carry out electrical work are competent to do so.
3. earth leakage circuit breakers are used where appropriate and that these devices are regularly tested and the results recorded.
4. all equipment used and supplied will have had an appropriate portable appliance testing (PAT) carried out at least within the past 12 months (or more frequent if required).

2.10 Fire Safety

The risk from fire is recognised by Choices for Life and the Event organiser will:-

1. Ensure that the venue appoints appropriately trained stewards to be responsible for specific procedures in the event of fire and ensure that where possible all stewards receive appropriate briefing.
2. Ensure that a comprehensive Fire Risk Assessment is undertaken in all premises in order that any significant fire risks are identified and eliminated or properly controlled. This work must be carried out in accordance with The Fire (Scotland) Act 2005 and its associated regulations. The assessment will provide a review of existing control measures such as written emergency plans, fire detection and alarm systems, fire fighting equipment, means of escape, fire safety signs and staff training. A copy of the Fire Risk Assessment will be available for inspection on each site.
3. Ensure that all premises have a written emergency evacuation plan and that staff are familiar with it.
4. Ensure that if a fire is discovered, the alarm is raised **immediately** by the appropriate method (such as operation of the break glass manual call point). **This should be the first action taken on discovery of any fire, however small, or if there is suspicion of fire. The Fire & Rescue Service will then be summoned by making a 999 call.**
5. Ensure that all persons on the premises are familiar with the sound of the fire alarm and that adequate means of confirming numbers of staff, visitors, contractors and other



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third parties who are within the building at any one time are in place. Prior to each show a safety announcement should be made outlining actions in the event of fire being discovered or an alarm sounding.

6. Ensure all occupants, on evacuation, report to a pre-determined assembly point(s).
7. Ensure that following an emergency evacuation re-entry to any building is strictly prohibited until the Officer in Charge of the Fire & Rescue Service declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building. No member of staff should ever silence or reset the fire alarm unless instructed to do so by the Officer in Charge of the Fire & Rescue attendance.
8. Ensure that employees report any concerns regarding fire procedures to the Health and Safety Section, and take remedial action if necessary so that appropriate action can be taken.
9. Inform employees that their first duty is to ensure that the building is evacuated safely. Extinguishing action may be taken only if employees are suitably trained, feel comfortable doing so, do not place themselves in danger and only in the event of the fire being in its early stages.
10. Where possible a full roll call must be taken of occupants on the premises. Where a role call cannot be carried out the Stewards must carry out an effective sweep of all areas of the building.
12. Where events venues are in use then an appropriate number of trained Stewards/ Fire Marshals must be in place. The site must have a comprehensive Fire Risk Assessment which includes details of layout and setup. Where required a Senior Officer from Fire & Rescue should be in attendance within any Control Room set up. Isolation of automatic Smoke Detection may be required but where this is considered, consideration must be given to a manual replacement such as increasing the number of Fire Marshals in that area.

2.11 Stewards/Fire Marshals

A suitable number of trained Stewards must be provided within each venue – the numbers will be determined through an appropriate 'front of house' risk assessment.

These are normally trained personnel hired for the event who have a designated area/floor within a particular building. This means that they must know what risks are present within their area. These stewards will be briefed by the lead officer in the local planning team about basic evacuation, fire safety and fire-fighting techniques.

Stewards are identified by their uniform. When the fire alarm sounds they will proceed to their designated area within the building and supervise evacuation. In particular they should be alert to any persons having difficulty making their way out of the building. This may be due to lack of knowledge or disability. They will also ensure that the evacuation is carried out in a calm and orderly manner and sweep their area of responsibility to ensure everyone has left. Once outside, they will assist with the roll call and they should be the first point of contact for any members of staff who



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experience a problem with the roll call. This will initially leave the Lead Officer for the local planning team free to oversee operations fully.

Stewards/Fire Marshals must **NEVER** place themselves in any danger.

2.12 First Aid

Local Planning Teams must ensure a suitable number of fully qualified first-aiders are available (in consultation with the Event Safety Purple Guide). A list of all those staff members who currently hold a first aid certificate together with locations of first aid boxes are shown in the risk assessment and/or in an appendix to this policy. First Aid kits are held within all buildings and vehicles.

A suitable number and type of medical personnel must be provided for each venue. The Health and Safety Executives Event Safety Guide should be used to calculate the number of First Aiders and other roles required.

2.13 Health and Safety Training and Information

Choices for Life undertake to provide such safety related information and training as is necessary and relevant to the nature of the work being carried out.

Adequate health and safety training must be provided by law:

- i) On commencing employment;
- ii) When the risks being faced change owing to either a change in task or responsibilities, a change in equipment or technology or a change in the system of work.
- iii) Training will also be given to any staff member who has been absent long term.

2.14 Health, Safety and Welfare

The Workplace Health, Safety and welfare Regulations apply fully in all premises.

Choices for Life is mindful of its duties under this legislation and will take all necessary steps to ensure that its provisions are met. The organisation also recognises its duties under the various other pieces of complementary legislation which serve to create the health and safety framework under which the organisation operates, principally the Construction (Health, Safety and Welfare) Regulations 1996, the Provision and Use of Work Equipment regulations 1998, the Display Screen Equipment Regulations 1992 and the Control of Substances Hazardous to Health regulations 1999 etc. The temperature within sedentary areas will not fall below 16C.

2.15 Manual Handling Operations



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Choices for Life appreciate that manual handling is one of the most common causes of injury in the workplace and must be avoided, so far as is reasonably practicable. Where it is not possible to eliminate manual handling, assessments will be undertaken to determine the level of risk. Suitable controls will be introduced to reduce the risk of injury to the lowest extent practicable, including training, mechanical aids, automation, redesigning the system of work or even the workplace itself. In most cases manual-handling assessments will be incorporated into generic risk assessments, however, a Manual Handling Assessment will be carried out when required.

2.16 Noise at Work

Choices for Life will take all reasonable steps necessary to ensure that the risk of hearing damage to patrons as well as employees who work with noisy equipment or in a noisy environment is reduced to a minimum. Noise assessments will be carried out as required to estimate the magnitude of the problem. Methods of reducing noise levels and/or exposure times will be implemented as alternatives to personal protective equipment. Ear defenders will be provided as and where required although attempts will always be made to limit the noise level in the first place.

Readily understood information will be provided to employees who are exposed to high noise levels.

2.17 Personal Protective Equipment (P.P.E.)

Choices for Life will provide suitable and sufficient P.P.E. when the risk presented by a work activity cannot be adequately controlled by other means. In all activities engaged in by employees a competent person will ensure that P.P.E. is properly assessed and appropriate.

Employees must report any defects in P.P.E. to their immediate Line Manager and must not intentionally or recklessly interfere with or misuse any equipment.

2.18 Safety Signs and Signals

The Health and Safety (Safety Signs and Signals) Regulations 1996 implement a European Directive 92/58/EEC on the minimum requirements for the provisions of safety and/or health signs at work and came into force on 1 April 1996. The Regulations do not replace the general obligations under the Health and Safety at Work Act 1974, Management of Health and Safety at Work Regulations 1992 and British Standard 5499 P1.

Appropriate safety and/or working signs must be provided, and maintained, where any risks identified by a risk assessment required under the **Management of Health and Safety at Work Regulations 1999** cannot be controlled by other means. Such signs may warn and/or instruct persons of the risks and the necessary control measures.

There are specific requirements for Fire Safety signage and this is determined from the area's Fire Risk Assessment and the appropriate guidance issued by the Scottish Government.

2.19 Temporary and Casual Staff



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Choices for Life will take all necessary measures to ensure the health and safety of all temporary and casual staff in their employment. Under Regulation 15 of Management of Health and Safety at Work Regulations 1999 the information required to be provided to any person employed as temporary or casual workers must include the following:-

1. The qualification and skills required to do the work safely.
2. Any risk to Health and Safety identified by workplace assessment.
3. Any preventive and protective measures to be taken, including the use of P.P.E.
4. Safe working procedures.

From time to time students may come into certain premises and in common with all other visitors we require to ensure their safety. Risk assessments must take into account the difference between them and normal employees. Items to consider will include their inexperience, lack of knowledge, standard of training and the fact that they may not pay as much attention to safety as regular employees. Other areas to consider would be standards of supervision and types of equipment that they can or cannot assist with.

Special procedures apply to young workers. (Under the age of 18)

See "Young people at work: A guide for employers" HSG165

2.20 Work Equipment (Provision and Use of Work Equipment Regulations 1998)

The Production Manager will ensure that all work equipment provided is suitable for the use that will be made of it, taking into account the working conditions and hazards in the workplace. All work equipment purchased will be fit for its purpose and arrangements will be made specifically in relation to the selection of work equipment in terms of guarding, noise, vibration, warnings and markings, isolation from sources of energy etc. He/she will ensure that work equipment is maintained in efficient working order and in good repair.

2.21 Staff Protection

Senior Management recognises that, unfortunately, in this day and age and in all walks of life, employees do from time to time feel threatened. The aim of Choices for Life is to make all members of staff feel safe and comfortable at their work and thus comply with their obligations under the Health and Safety at Work Act 1974.

All staff have been informed that should they feel threatened by any person, whether inside a building, at a Choices for Life venue or while carrying out their duties, then they should withdraw from the situation and seek assistance from a senior member of staff. The Production Manager should be informed of this immediately.

At no time should any member of staff place him/herself in danger during the course of his/her work.



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2.22 Driving at Work

A number of procedures have been put in place to comply with current legislation and to make the work of staff safer.

- All employees must hold a full UK driving licence and regular checks will be made on endorsements and restrictions.
- A photocopy of driving licences will be made by the Line Manager and held on file.
- Employees must inform their employers of any changes made to the status of their licence.
- All vehicles will be fully insured for business use and consultation will always be made with insurers for any new activities undertaken.
- Good and regular maintenance will be undertaken on all vehicles by Choices for Life (SCDEA/SPSA) and full records will be kept showing all details. Maintenance will only be undertaken by qualified and competent maintenance staff.
- No person will ever drive under the influence of alcohol or drugs. (either illegal or prescribed)
- A medical declaration will be made by all employees stating any eyesight deficiencies or medical conditions which may affect their ability to drive. This includes matters such as heart conditions and diabetes. (Appendix "B")
- Care will always be taken when transporting goods within vehicles. All goods will be secured in such a way as not to cause injury to driver, passenger/s or to other road users should the load shift in transit. Should anyone be concerned about a particular item to be carried, consultation should always be made with the Production Manager and insurance company first. If in any doubt the item must not be carried. This is particularly relevant in terms of and dangerous substances carried.
- No driver will ever use a mobile phone whilst the engine of the vehicle is running. (note there are certain exemptions for certain types of communication equipment for operational reasons.)
- No driver will programme or a satellite navigation system whilst the vehicle is in motion.
- No driver will use an audio system with headphones, earplugs or any similar system which may impair their hearing.
- No passenger will ever do anything or use any piece of equipment that may distract the driver. This includes mobile phones (unless permission given) and cameras.

No persons should drive plant unless they are trained to do so.

2.23 Working at Height

Falls from height can cause serious or fatal injury. Choices for Life has a duty to provide a safe place of work and working at height should only take place where it is essential. Ladders should only be used at workplaces for short periods and then only if the risks are adequately controlled. It is generally safer to use a tower scaffold or mobile elevating work platform. Regulations covering working at height are the Health and Safety at Work Act 1974, The Work at Height Regulations 2005, The Management of Health and Safety at Work Regulations 1999, The Provision and Use of Work Equipment Regulations 1998 and when appropriate the Construction (Health, Safety and Welfare) Regulations 1996.

All working at height must be subject to a suitable and sufficient risk assessment. This should be site specific.



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Any persons working at height must be trained and competent. This is particularly relevant when dealing with scaffolds, towers and platforms. All structures must be provided with guardrails, toe boards and any other suitable barriers all of which must conform to the regulations. A logbook must be kept to record the use, construction and safety checks on all access structures.

Ladders

The use of ladders by Choices for Life staff is only permitted when the work is of short duration and:

- a. the ladder can be used without stretching;
 - b. the ladder can be fixed to prevent slipping;
 - c. A good handhold is available.
- Ladders should be correctly angled (one out for every four up, i.e. approximately 75 degrees to the horizontal).
 - Ladders should be in good condition. Departments are responsible for implementing a programme of regularly examining ladders under their control.
 - Where ladders are used as a means of escape, unless some other adequate handhold is available, they should extend approximately one metre above the working platform.

Frequent checking, e.g. before each use, should be carried out and involves ensuring that:

- a. the stiles are not damaged, buckled or warped;
 - b. no rungs are cracked or missing;
 - c. Any safety feet are not missing.
- Painted ladders should not be used as the paint may hide faults. Coating with preservative and clear varnish is recommended.
 - Ladders must only be used when resting on a firm, level surface. The top of the ladder should rest against a solid surface and not against fragile or other insecure materials such as plastic guttering or cement sheet. They should also be footed.
 - Any ladder that is more than three metres long, or used as a way to and from a workplace, must be secured from falling. If a ladder cannot be fixed, a second person must foot the ladder during use (including when fixing and unfixing).
 - Timber and aluminium ladders should conform to the relevant British Standard:
 - a. Class 1 – heavy duty BS 1129 and BS 2037;
 - b. Class 2 – lighter loads BS EN 131;
 - c. Class 3- these ladders are intended for light domestic use only and are not recommended for use at work.
 - When using an extension ladder the overlap of any two adjacent sections should be as follows:

Closed length of ladder less than: 5 metres – 1.5 rungs;
Between 5 and 6 metres – 2.5 rungs;
Over 6 metres – 3.5 rungs.



NOT PROTECTIVELY MARKED

Stepladders and trestles

- Stepladders must not be used as a workplace above 2 metres in height.
- Trestles must never be used.
- The top platform of a stepladder must not be used unless it is designed with handholds, i.e. it has been designed for that purpose.
- All stepladders should be examined before use and rejected if they are damaged or have parts missing. Surfaces on which stepladders are used must be firm and level.

See also "Height Safe – Essential health and safety information for people who work at height"

NO WORK AT HEIGHT SHOULD NEVER BE CARRIED OUT WITHOUT A SITE/TASK SPECIFIC RISK ASSESSMENT HAVING BEEN CARRIED OUT.

2.24 Visitors on Premises

When visitors come into premises or onto a site controlled by Choices for Life then safety and security should be our prime concern. Visitors backstage should always report to a Choices for Life team member who will wear police/SCDEA identification and their 'access all areas' badge. The visitor can then be escorted or given a visitors pass if there is a requirement to be taken back stage. The fire evacuation procedure should be explained to them in accordance with that premises evacuation plan. Where possible, visitors should be escorted throughout. The only exception would be where a contractor has gone through Choices for Life Vetting Procedure.

Guests are invited to the show and are expected to remain front of house. They must always report to an identified reception area from where they will be escorted at all times.

Patrons at events comprise pupils, teachers, parent helpers and staff. It should form part of the police detail's briefing and it is the responsibility of all employed on the site to challenge any person who is not readily identifiable and ensure they are entitled to have access to the area in question.

Where required, visitors should be given personal protective clothing as required and their presence reflected in any risk assessment. Access to certain area will be prohibited should PPE not be available.

2.25 Permit to Work

Choices for Life operates a Permit to Work scheme for certain tasks. In general these operations are listed below but there may be other times that a Permit to Work system may require to be used. All tasks should be risk assessed prior to commencement of work and if a permit is required then it should be identified at this stage.

Type of work mentioned on permit form:



NOT PROTECTIVELY MARKED

“hot work” - working at height - using scaffolding - access platforms - welding or compressed gas - mains gas - high voltage - asbestos removal – confined space

Where a permit to work system is employed in a particular building or area, no work shall commence until the permit has been authorised by a member of the Health and Safety Section. The conditions of the permit must be complied with at all times whilst working in the affected building or area and it must be kept at the work site while work is taking place.

2.26 Smoking Policy

The requirements of The Smoking, Health and Social Care (Scotland) Act 2005 will be followed in full. Signage will be displayed within premises and vehicles are required by the Act.

2.27 Auditing

Auditing is carried out by way of an annual Safety Audit. This is carried out by each business area in conjunction with the Health and Safety Section. Auditing helps to verify the effective implementation of the Health and Safety Policy and the progress made in various areas of legislation. Auditing includes checking that health and safety inspections are being carried out regularly thereby ensuring that the hazards and risks of Choices for Life activities are recognised and controlled. Auditing also helps to ensure that any deficiencies in health and safety performance are identified and that remedial action is identified and pursued. Ensuring the provision of adequate information, instruction and training, including induction training, are matters which should also fall within the auditing exercise.

Monitoring of any accidents, near miss incidents and instances of occupational ill health occurring within Choices for Life is especially important so that remedial action can be taken to help prevent recurrence.

2.28 Security

Security must always be tightly controlled. The following guidance should be followed:

- All staff, visitors and contractors must wear identification badges at all times.
- Visitors should be accompanied at all times.
- Anyone seen acting suspiciously inside or outside an event building should be challenged or reported.
- Any suspicious vehicles or packages must be reported immediately.
- Never discuss security arrangements or building layouts with people outside Choices for Life.
- All staff, crew, performers, presenters and any other person or persons identified by the organisers present during show days will subject to vetting procedures. These procedures will be detailed in any contracts and relevant paperwork.

2.29 Maintenance



NOT PROTECTIVELY MARKED

All items of equipment used within Choices for Life event should be inspected before and after use by staff.

2.29 Food Hygiene

The event organiser may contract for the provision of food for those working at the venues. Only those contractors suitably qualified and in possession of the appropriate current food hygiene certificates will be employed in this way.

In order to ensure contractors meet the standards required they must meet **as appropriate** the following requirements.

A documented Food Safety Management System (HACCP) will require to be in place.

Access to a double sink unit with an adequate supply of hot and cold water is required for washing equipment. This can be by use of the central wash up areas if such facilities are provided by the event organisers.

A food preparation sink is required unless if practicable and available central food preparation facilities are provided by the event organisers.

In any event an adequate means of keeping hands clean is required. This would normally mean a wash hand basin provided with a supply of hot and cold water or warm water and soap (preferably liquid soap via a dispenser) and adequate means of drying hands (paper towels or hand dryers are acceptable but a common hand towel is not acceptable) and a nailbrush.

The work area should also be equipped with:

- a) smooth, impervious surfaces capable of being easily cleaned;
- b) first aid box with adequate contents and specifically blue coloured plasters;
- c) adequate refuse bins with closely fitting lids to ensure proper storage of refuse;
- d) a suitable bactericidal agent for washing equipment if this is to be done at the stall;
- e) suitable, clean protective clothing for all staff engaged in food handling;
- f) appropriate means of handling foods i.e. tongs or similar where the food is not wrapped.

Food to be served to customers must meet the following requirements.

- a) all hot food must be kept above 63°C;
- b) all cold food considered to be high risk e.g. dairy foods should be kept under refrigeration at a temperature not exceeding 5°C;
- c) all frozen food to be stored with the freezer operating at not less than -18°C;
- d) a probe thermometer to be provided and temperature of food recorded regularly;

3. Exemption from Provision of Sinks

This will apply where:

There is no cooking or food preparation or handling of high risk foods, food are dispensed in disposable containers and no food contact equipment or utensils etc. are utilised.



NOT PROTECTIVELY MARKED

4. Exemption from Provision of a Wash Hand Basin

This will apply where:

Food is prepacked and no handling of open food occurs.

5. Central Wash Up Area

If such facilities are to be made available they should be provided to the following standards:

- a) the wash up area must be constructed so as to be physically separate from the rest of the event;
- b) the walls and floor surfaces must be smooth, impervious and easily cleaned;
- c) a double sink unit with double drainer and adequate supply of hot and cold water and bactericidal agent;
- d) a wash hand basin with an adequate supply of hot and cold water or warm water at an appropriately controlled temperature plus nailbrush, paper towels for hand dryers and bactericidal liquid soap in an appropriate dispenser;
- e) a trolley for the purpose of conveying equipment to be washed to and from the wash up area;

STRICTLY CONFIDENTIAL

APPENDICIES

Appendix "A"

DRIVER'S MEDICAL DECLARATION FORM

This statement of health is CONFIDENTIAL between the applicant and Senior Management/HR/Health & Safety Manager.

Mr/Mrs/Miss/Ms Forename(s) Surname

 Address Town

 Address Country

 Address Postcode

 Home tel Work tel

 Date of Birth Age

 GP Name..... Tel

Note: This form is intended to avoid the inconvenience of a full medical examination, although some applicants may be asked for this. If it is necessary to ask your GP for further information, your written consent will be sought. Please complete the form answering all questions. If you do not, your application will be returned to you.

1. Have you ever suffered from any of the following:	YES	NO
a. Epilepsy or fits?		
b. Liability to sudden attacks of fainting, giddiness or blackouts?		
c. Psychiatric illness, mental disorder?		
d. Alcohol or drug misuse or dependency within the past 3 years?		
e. Diabetes?		
f. Stroke, brain surgery or brain tumour?		
g. Heart trouble, angina, high blood pressure?		
h. Any problems with the use of arms or legs?		
i. Neurological illness such as Parkinson's Disease or Multiple Sclerosis?		
j. Eyesight problems, tunnel or double vision, loss of field vision, partial loss of sight or night blindness?		
k. Any problems with hearing?		
l. Are you taking any long term medication?		
2. If you have ticked YES to any of the above, or if you have any other medical conditions which could affect your driving, please give details:		
3. Can you read (with glasses or contact lenses if worn) in good daylight a standard sized vehicle number plate from a distance of 20.5 metres/67feet?		
4. Have you ever failed a medical for driving before?		
5. Have you ever been disqualified from driving, had any points awarded or had your drivers licence suspended/withdrawn for any reason?		
6. Have you ever been declined for insurance cover?		

7. Had any accidents or convictions in the last 5 years? (Including convictions pending)		
8. Do you hold fully comprehensive insurance with cover for SCDEA work carried out in your private vehicle?		

I declare that to the best of my knowledge I have answered the questions on this form accurately and enclose a photocopy of my driving licence.

Signed.....
Date.....

Appendix "B"

PERMIT TO WORK FORM

Job Description:

Permit Number:

Department/Building:
Person/Service performing work:
Room number or location:
Details of job:

Special Precautions

Approval for:

"hot work" - working at height - using scaffolding - access platforms - welding or compressed gas - mains gas - high voltage - asbestos removal – confined space (*Circle the relevant item*)

Details of the job:

Signed:
Safety Officer

Date:

Time:

Prior to performing work the workplace is to be inspected to ensure that it is safe and a risk assessment carried out by a competent person. In particular the work area **MUST** be:

1. isolated from all dangerous materials where possible.
2. free from flammable, explosive and toxic materials where possible.
3. environmental sampling has been performed as required for a confined space.
4. all platforms, scaffold and ladders conform to current legislation.
5. all relevant personal protective clothing is being worn.
6. the area is cordoned off where applicable.
7. in a safe condition for the job to be carried out.

Return of Plant to Service

The job is complete/incomplete. (*Details*)

Signed:
Person handing back

Date:

Time:

Acceptance back into service

I am satisfied that the building or plant item is in a clean and safe condition for return to service.

Signed:
Safety Officer

Date:

Time:

Registration No.:
Course No. (SPC):

PART C Accident Details

Address where injury occurred:

Location:

Where in location:

Normal activity:

PART C Accident Details (continued)

Nature of injury:

Part of body affected:

Side of body affected:

Did person remain on duty? YES / NO Hospital treatment? YES / NO
If YES, Name of Hospital:

Brief details of accident including precise details of what injured person was doing:

If injury involved a fall, height in metres:

Other information:

Entry made in Accident Book

And attendance record.

Date:

Line Managers signature:

Employee No.:

Date of entry:

Was First Aid given? YES / NO If YES, give details:

If hospital treatment given, Treated & Detained / Precautionary check-up
Treated & Discharged / Treatment refused by

injured person

(Delete as applicable)

Were NHS 24 contacted? YES/NO

Was on site physiotherapist used:

Transportation method to hospital:

Witness(es) to injury

No.	Position	Name	Department	Statement attached YES / NO

(N.B. Statements must be fact only. No opinions should be expressed.)

PART D Accident Investigation

(Tick box)	YES	NO	N/A
Did injury occur on premises owned by organisation?	*		
Is there evidence of property defects?	*		
Was any equipment in use?	*		
Was equipment being used improperly?	*		

(Clarify here if box marked * is ticked):

PART D Accident Investigation (continued)

Was protective equipment being worn at time of accident?

YES / NO

If so was it:

(Tick box)	YES	NO	N/A
(a) Adequate?		*	
(b) Worn properly?		*	
(c) In serviceable condition?		*	
(d) If not worn should it have been?	*		

(Clarify here if box marked * is ticked):

Safety Procedures / Practices

(Tick box)	YES	NO	N/A
Were all written safety procedures observed?		*	
Were normal safety procedures observed?		*	
Were they satisfactory?		*	

(Clarify here if box marked * is ticked):

Line Managers Observations

(Narrative to cover injured person's activity and actions, remedial steps taken at time of accident and any other matters deemed relevant.)

Line Managers Signature _____ Position _____ Date _____

R.I.D.D.O.R. INJURIES - If injury results in absence of more than three days Health and Safety Manager must be informed.
DATE _____ Time _____ Signature _____

Health and Safety Manager comments

Signature _____ Position _____

Date _____

APPENDIX "D"

**SCOTTISH
POLICE
SERVICES
AUTHORITY**

Near Miss Report

This report should be completed as soon as possible after the event and sent to the Health and Safety Manager.

Date of incident:	
Time:	
Location:	
Description of incident:	
Staff involved:	
Other persons involved:	
Incident reported by:	
Follow up procedure and action taken:	
Line Manager:	
Health and Safety Manager:	

CHOICES FOR LIFE 2009

SECC

SITE RULES

Contractors' attention is drawn to the importance of adhering to safe working practices at all times and ensuring that all work undertaken prior to (load-in and build), during and after (breakdown and load-out) the Event is carried out in a safe manner and with the minimum of disruption to the normal business operations at the venue.

Prior to the Event contractors/sub-contractors must become conversant with the following Site Rules, which have been developed to ensure the Health & Safety of all personnel on-site. Compliance with these Site Rules will be monitored by the Production Manager.

The following is expected of those entering the site:

- **Observe all Health & Safety rules & signs – Choices for Life has a Health and Safety Policy and this together with the event safety plan will be available at each venue**
- **Understand the risks and the precautions before starting each task/activity**
- **Do not use equipment which is unsafe or not working properly. Ensure work equipment is "fit for purpose" and maintained in accordance with manufacturer's guidance.**
- **Follow procedures and always comply with "Permit to Work" conditions**
- **Stop the task/activity if there are any concerns – If in doubt ASK!**
- **Report any injuries/accidents/incidents or unsafe conditions to the Production Manager**
- **Be aware of the Event's Evacuation Procedures**
- **Be aware of First Aid provision**
- **Keep work areas clean and tidy to avoid the creation of slip and trip hazards**
- **Fire exit routes must be kept clear at all times**
- **Identification badges to be displayed at all times.**
- **Portable electrical equipment must be serviceable and have been subject to Portable Appliance Testing**
- **Hard hats must be worn in locations where head injuries may occur or there is overhead working**
- **High visibility vests must be worn when working adjacent to or close to moving vehicles**
- **Do not leave vehicle engines running when unattended**
- **Smoking within the venue is not permitted. Only smoke within designated smoking areas.**
- **Do not allow waste to accumulate, remove to appropriate containers on a regular basis**
- **When working at Height ensure that appropriate PPE and Safe Systems of Work are in place and adhered to.**

Appendix “F” Event Safety Plan – **EXAMPLE**

The event safety management plan can include the following:

Health and Safety Policy

Site Safety Plan

Event Risk Assessments – Policing and Production

Emergency Plan, Crowd Management Plan and First Aid Plan

Transport Management Plan

L & B EXAMPLE



Lothian and Borders Police

“CHOICES for LIFE” – 11th and 12th May 2010



Royal Highland Centre

Ingliston, Edinburgh

EVENT SAFETY MANAGEMENT PLAN

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1. OVERVIEW OF EVENT

“Choices for Life” is a multi media themed event empowering children of primary seven school age, through music, drama education and fun to make their own choices on lifestyle issues such as drugs, alcohol and bullying, and to resist peer pressure.

This event has been running since 1999 in the Strathclyde Police area, and since then, there have been year on year increases in the numbers of children attending. The event compliments existing Personal and Social Development Education which children receive in school, as is seen to come at an important stage of a child’s life during the transitional period of primary school to secondary school.

Due to the success of this event, a “national” rollout took place in 2005, coordinated by the, then, Scottish Drug Enforcement Agency (SDEA) in partnership with local host Police Forces throughout Scotland. This attracted some 48,000 children nationwide.

Following continuous positive evaluations the show has been reproduced every year since and is taking place again this year.

The Lothian and Borders event will again be held within the “Highland Hall”, (the event arena) Royal Highland Centre, Ingliston, Edinburgh on Tuesday and Wednesday 11th and 12th May 2010

1.1 EVENT LOAD IN / OUT

The cherry picker used to install all high level infrastructure will arrive at RHC on Saturday 8th May 2010. Stage and light rigging will commence on Sunday 9th May 2010. SGB will be granted access on Saturday 8th May 2010 to erect the tiered seating, continuing through to Sunday 9th May 2010. During all this time forklifts may be in operation within the arena alongside the cherry picker. Specialized Security will maintain control of all doors being used to gain access or leave the hall, throughout the entire load-in period to ensure safety within.

Health and safety of all contractors will be managed by Douglas Walker (production manager) and James Bertram (SPSA Health and Safety Manager) who will brief and ensure that all members of staff wear involved in the rigging, etc., wear appropriate hard hats, hi-vis jackets and such other equipment as necessary to ensure safety whilst undertaking potentially hazardous activity, such as when working at heights. This requirement will be made clear by appropriate signage placed throughout the arena for these personnel, provided by James Bertram.

The flat floor seating will arrive on Monday 10th May 2010 and be put in place accordingly.

The event seating floor plan will be made available and include the number of seats in each row of each seating block as well as the total number of seats in each block. This will enable Local Planning Team to assign and manage efficiently the number and location of all seating designated for use by schools with pupils with special needs and greatly assist staff involved in setting out the seating for the event.

Emergency lighting will be fitted to the tiered seating together with lighting to illuminating the gangway.

At 1430hrs on Monday 10th May 2010, the event will be visited by Lothian and Borders Fire and Rescue Service and City of Edinburgh Council Health and Safety Department and Lothian and Borders Police health and Safety personnel to ensure all structures / materials and matters meet the necessary Health and Safety requirements. This will then allow the granting of the Events Safety Certificate to take place.

A rehearsal will take place on the afternoon of Monday 10th May 2010. The Show Director in conjunction with Show Producers will coordinate this.

A “walk around” has been agreed for 0830hrs on Tuesday 11th May, attended by all relevant agencies.

Following the conclusion of the second event, approximately 13:00 hours on Wednesday 12th May, and with all children, accompanying teachers / adults and guests having departed the event arena, a “load out” process will commence with the dismantling of the stage, lighting, seating, sound systems and video screens. Similar to the “load in” procedure forklifts and a cherry picker may be in operation. It is anticipated that this process will be completed by 10pm that evening.

All plant hire will be collected on Thursday 13th May 2010 from Royal Highland Showground.

1.2 SHOW DAYS

Access to the event arena for school children, accompanying teachers / adults and guests will be permitted from 09.30 hours onwards on each of the two show days. .

All schools will be encouraged to arrive and be seated by 1030 on each show day in an attempt to ease congestion/interruption. It is accepted, however, that due to difficulties in accessing bus transport, as experienced in previous years, a number of schools will inevitably arrive later. Their arrival and entry to the hall will be monitored and managed appropriately

The shows will commence at 10.45 hours each day and last for just over two hours, finishing approximately 13:00hrs.

There will be no unauthorised access to the event arena and all roadways/access points surrounding or leading to the event arena will be staffed by Specialised Security and police personnel as required.

2. PLANNING AND ORGANISATION

2.1 CONTACTS

Music Promoter Contact – George Watson
Mad as Toast Ltd, 60 Stamperland Drive, Clarkston, Glasgow, G76 8HF
Tel: 0141 887 8888 Fax: 0141 887 8888
E-mail george@madastoast.com or john@bluesheepmusic.com
Tel: 07717 437148

Show Director Contact – Douglas Walker
Strathclyde Police, Audio Visual Unit
Tel: 013555 66383
E-mail douglas.walker@strathclyde.pnn.police.uk

Venue Contacts - Operations Manager, James Skillen;
Sales Manager - Frances Davidson
Royal Highland Centre, Ingliston, Edinburgh, EH28 8NF
Tel: 0131 335 6210 Fax: 0131 333 5236
E-mail JamesS@rhass.org.uk francesd@rhass.org.uk

SCDEA – Strategic Planning Team Contacts – DC Elaine MacLennan
C/o Osprey House, Inchinnan Road, Paisley, PA3 2RE
Tel: 0131 335 6111 or 6118 or 07950 453705
E-mail Elaine.Maclennan@scdea.pnn.police.uk

Lothian and Borders Police – Local Planning Team Contact Force Headquarters,
Fettes Avenue, Edinburgh, EH4 1RB
Tel: 0131 311 3390 Fax: 0131 311 3539 – Mob: 07894 629 072
E-mail choicesforlife@lbp.pnn.police.uk

Edinburgh City Council Contact – Safety Officer – Gerry McLay
Building Standards Surveyor, Public Safety, City Development Department, The City of
Edinburgh Council, Waverley Court, Level G:3, 4 East Market Street, Edinburgh, EH8
8BG
Tel 0131 529 4872; Fax 0131 529 6207
Email Gerry.Mclay@edinburgh.gov.uk

Specialized Security Contact – Tom Clements
Royal Highland Centre, Ingliston, Edinburgh, EH28 8NF
Tel: 0131 333 4747 Fax: 0131 333 4848
E-mail tom@specializedsecurity.co.uk

Lothian and Borders Fire and Rescue Service Contact – Gordon Matthews
Operations – Planning, Lauriston Place, Edinburgh, EH3 9DE
T: 0131 659 7261 | Mob: 07909 880 974
E-mail Gordon.Matthews@lbfire.org.uk

SPSA National Health and Safety Officer - James Bertram
Email James.Bertram@spsa.pnn.police.uk

Tel: 0141 534 8967

Saltire Hospitality (VIP catering) Contact – Linsey Archibald
Almond Suite, Royal Highland Centre, Ingliston, Edinburgh, EH28 8NF
Tel: 0131 333 0131 Fax: 0131 333 0130
E-mail sales@saltirehospitality.co.uk

Glentress Ambulance (2004) Limited – Contact Anne Mason
Traquair Road, Innerleithen, Peeblesshire, EH44 6PD
Tel: 01896 830541 Fax: 01896 830615
E-mail ga92@aol.com

SGB Event Link – (Tiered Seating) –
40 Bayton Road, Exhall, Coventry, CV7 9EJ
Tel: 02476 588013 Fax: 02476 365100
E-mail mfairburn@sgb.co.uk

Sound Acoustics (UK) Ltd – (Contact as per Douglas walker)
89 Colvend Street, Glasgow, G40 4DU
Tel: 0141 556 2737 Mob: 07802 913177

CPE Lighting Design and Hire – (Contact as per Douglas walker)
Unit K7, Craigend Place, Anniesland, Glasgow, G13 2UN
Tel: 0141 950 6350 Fax: 0141 950 6355

PACE Theatre Co Ltd – (As per Elaine MacLennan)
Spires Drama Studios, School Wynd, Paisley, PA1 2DA
Tel: 0845 130 5218 Fax: 0141 848 7471

Stage Hire Scotland (Contact as per Douglas Walker)
Unit G, 7 Craigend Place, Glasgow, G13 2UN

2.2 RISK ASSESSMENTS

Risk assessments and appropriate construction documents in respect of stage construction, lighting, rigging, fire drapes, tiered seating and all other equipment to be utilised during the Edinburgh Event will be obtained and retained by James Bertram, Health and Safety Officer, SPSA and Douglas Walker, Strathclyde AV Unit – Show Director.

The following documents will be available in the JACC on both show dates

- An event specific Fire Risk Assessment
- Lothian & Borders Police Event Safety Management Plan
- Royal Highland Centre building specific Fire Risk Assessment for the event arena
- Lothian and Borders Police General Police Duties Risk Assessment
- The SCDEA generic risk assessment.

3. CROWD MANAGEMENT

3.1 AUDIENCE SIZE

The “occupant capacity” for both show days will be 8300 persons. (The expected numbers will be made known nearer the event) This number will consist in the main of Primary 7 aged school children, accompanied by an appropriate ratio of teachers / accompanying adults. There will also be a number of guests in attendance.

3.2 ENTRY AND EXIT POINTS / TICKET SYSTEM

Entrance to the venue will be controlled by RHC Staff assisted by Specialised Security stewards who will marshal and direct the audience from the vehicle car park, through the north turnstiles and onto the event arena main entrance/exit. All north turnstiles will be unlocked prior to the event and used as appropriate and depending on crowd build up. The main entry/exit doors and the other emergency exit doors leading directly from the main hall area will all facilitate escape routes for the audience and immediate access for any emergency services required during the event. These entry and exit points will be clearly signposted using large signage and be in good and efficient working order.

A ticketing system will be operated each show day, and will be managed by staff from East Lothian Council Community Wardens, officers from Fife Constabulary, Lothian and Borders Police Special Constabulary and supplemented by members of staff drawn from Safer Communities Department – FHQ. The purpose of this system will be to provide the organisers and event security staff with an accurate number of persons within the arena during the show. This will satisfy fire safety regulations, and be a vital aid in any evacuation of the arena. The ticket (A5 size) which will form part of the teacher information / instruction packs, will be presented by the nominated “head” teacher on arrival at the hall entrance to confirm his/her party size on entering the arena. This paperwork will be signed by the teacher and given to the Police. These details will then be supplied to the JACC for collation..

Teachers and their classes will then be directed through foyer doors leading to the main hall where they will be directed onwards by a system of stewards to their seats.

All staff will be briefed that any child seen attempting to leave or found unaccompanied outside the event arena shall be returned to their group immediately. If this is not possible they will be taken to and remain at the lost & found desk in the entrance foyer to be collected by their teacher.

In the event of inclement weather or a significant queue forming, consideration will be given to using the roller shutter door at the north west corner of the main event arena to relieve pressure an/or protect the queue from exposure to the elements.

3.3 CROWD SWAY OR SURGES

Monitoring of the crowd to identify crowd sway or surges will be monitored at ground by stewards / police, with personnel within the JACC monitoring same on the arena's CCTV system. Bearing in mind the audience profile, the fact that all will be seated and experience from previous events, it is unlikely that any crowd sway or surge will occur.

3.4 SEATING ARRANGEMENTS

With the audience predominantly being under the age of 14, the event will be all seated with a capacity of 8300 seats available for each show day. These will consist of 6300 flat floor seats, with additional 2000 - tiered seats. The flat floor seats will be secured to each other by use of cable ties, and the facility will be available to remove flat floor seats dependant on actual audience size each day.

Stewards will ensure that gangways between seats are kept clear and that these remain unobstructed.

Guests will be seated in the first 2 rows of the centre section of tiered seating.

3.5 VIEWING AREA

The audience will be afforded a clear line of vision to the stage. Video screens will also be strategically placed in the arena to allow children situated to the rear of the venue hall a suitable view of the performance.

4. STEWARDING

4.1 RESPONSIBILITIES AND FUNCTIONS

Stewarding of the event will be provided by Specialized Security – (Chief steward Tom Clements). The primary function of the stewards will be crowd management, and to assist the Police and other emergency services should the need arise.

A total of 62 stewards will be on duty on the event show days. These stewards will perform the following duties

Crowd Management
Ensuring security at entrances and / or exits
Minimising the risk of fire by carrying out fire patrols
Controlling vehicle parking and marshalling traffic

4.2 ORGANISATION OF STEWARDS

Chief steward to liaise and be positioned or represented within the JACC.
Senior stewards on the ground to be identified with specific responsibilities, and report directly to the Chief steward.
Stewards should wear distinctive clothing and be immediately identifiable by means of a name / number.

4.3 TRAINING AND COMPETENCIES

Under the new SIA legislation, certain stewarding responsibilities have been identified at “licensed activity”. This requires that stewards undertaking such responsibilities are licensed under SIA legislation. This has been completed and notifications issued accordingly.

It is recommended that stewards on duty receive a written statement of their duties (similar to a Police Operational Order). A stewards briefing should take place prior to each show day, and focus particularly about communicating with supervisors and others in the event of an emergency. It is important that stewards are competent. Duties and competencies include: -

- Knowledge of the arena layout
- Awareness of location of entrances / exits and first aid points
- Management and direction of audience
- Keeping gangways and exits clear and preventing persons standing on seats
- Communicating with incident control in the event of an emergency
- Knowledge and understanding of evacuation procedures
- Fire; raising alarm procedures and relevant actions

5. FACILITIES FOR PEOPLE WITH DISABILITIES

5.1 ACCESS

A number of special needs pupils will be attending the event with their classmates and have been identified at the planning / booking stage. Reserved seating / area will be provided within the event arena, and an identified Police liaison officer (Helen Gibson) assisted by a member(s) of Specialized Security Staff will provide assistance to such groups / individuals on each show day. It is the express intention that the Local Planning Team will ensure that classes with special needs pupils will all be seated together.

Wheelchairs will not be allowed to block any gangways or exits and should not obstruct other persons in an emergency. As such, schools with pupils with special mobility needs will be seated in the outermost flat floor seating (blocks 1, 5, 6, 10, 11, 15 on the floor plan) where seats that are held together with cable ties may be removed to allow these children to sit with their classmates.

Glentress Ambulance Service will be informed of all special needs pupils and will have wheelchairs available if required, and will otherwise assist where they can.

All vehicles carrying or forming part of a convoy of vehicles, any one of which is carrying a child with special needs will all be issued with sheet of red card with the school/group name printed thereon. This should be displayed in each of the vehicles' front windscreens and will alert parking stewards, ensuring that all such vehicles are directed to the designated special needs parking area.

These parties will then be escorted by dedicated stewards from their vehicles, through the turnstiles to door number 1 or 4 at the main entrance, as appropriate then onwards to their designated, reserved seating, which is situated along the outmost seating

blocks of the floored seating. All school groups attending with pupils with special needs will be informed prior to their arrival which door they are to go to. School staff shall ensure that this documentation is made readily available to the stewards escorting them from the car park.

In the event of an emergency evacuation and unless otherwise directed at the time, emergency exit will be via the emergency exit doors situated immediately adjacent to the outer seating blocks where school parties with special needs will be seated. None of the escape routes will pose issues for audience members with special mobility needs. In any event, police and stewards will be on hand to assist as required.

6. COMMUNICATIONS

6.1 JACC

JACC will be staffed by all relevant agencies including representatives from Police, Fire Service, Glentress Ambulance, RHC, Show Producers / Organisers etc. The JACC will be situated in a dedicated suite on the first floor of the arena. CCTV camera within the event arena will be able to be controlled from this room.

The JACC will become operational as from 08:00 on each show day. The JACC telephone number will be 0131 335 6160.

A police radio system, with appropriate channels, including an Event channel and Command channel in event of a major incident - will be established for Police Communications. The Command channel will be monitored by FCC. Fire Service, Specialized Security, First Aid and RHC will all utilise and operate on their own dedicated radio's / channels. As such it is an operational requirement that all agencies will be represented in the JACC at all times.

Police channels will confirmed by A Div Events Planning in the Operational Order and made available in good time prior to the event dates.

Agencies represented will ensure radio batteries are fully charged with spares on hand, and that the necessary radio checks have been carried out prior to the shows commencing. All agencies should also ensure they have sufficient spare batteries and chargers

All radio communications should be monitored by and passed via the agencies representative in the JACC.

Specialised Security will provide Glentress Ambulance with 6 personal radios for use of staff during the event.

All agencies will provide a contact mobile telephone list for key personnel which will be available in the JACC, and provided to relevant personnel on the show days.

A STORM Command and Control incident will be created for the event by Police via the Force Communications Centre. A paper Command and Control log will be maintained and updated by the nominated Police Officer within the JACC. Information

contained on this will be supplied retrospectively to the FCC in a time appropriate manner.

Due to tiered seating and use of drapes at the rear of these structures, JACC will not have a direct view of the event arena, and will rely on CCTV and observations from Stewards / Police within.

6.2 PUBLIC ADDRESS SYSTEM

The event arena is fitted with a public address system. Similarly, the stage management desk also has the capacity to issue public address messages. A loud hailer will also be available on both days.

7. BARRIERS

7.1 FRONT OF STAGE BARRIER

A front of stage barrier will be in use, and will be of the required design and standard associated with concert style events.

8. TEMPORARY STRUCTURES

8.1 DESIGN AND LOAD CALCULATIONS

All contractors supplying the stage structures, tiered seating, lighting rigging, fire safety drapes and all other structures and equipment used during the event will comply with all legislative and safety authorisations and such equipment will be accompanied by event specific risk assessments and insurances. These will be supplied by all contractors to Strategic Planning Team at Scottish Crime and Drug Enforcement Agency and to Scottish Police Services Authority Health and Safety Officer.

9. ELECTRICAL SYSTEMS

9.1 – LIGHTING FOR SHOW / EMERGENCY LIGHTING

All lighting in the arena will be collectively on or collectively off. Additional house lights will be rigged from the arena ceiling. Lighting rigs, which incorporate the video screens, will also extend over the tiered seating area to illuminate aisles. A link between the show directors and the JACC will be maintained should house lights be required on in any emergency / incident scenario.

In the event of a complete power failure, there is enough back up power for existing public areas (essentially everywhere) that will last for 3 hours.

10. SPECIAL EFFECTS AND PYROTECHNICS

10.1 MOVING LIGHTS

No strobe lighting will be present at / within the event. The effect will be created by utilising and citing of “moving lights”. This has been highlighted to all attending schools by way of information in their teacher’s packs, and will be reinforced by way of signage displayed on entry to the arena.

10.2 USE OF SMOKE / FOG MACHINE

A haze “smoke” machine will be used at the event. Adequate ventilation will be available in the affected area. However, the level/amount of haze utilised will not restrict vision nor affect audience comfort or safety.

11. SOUND AND NOISE

11.1 CONTROLLING AND MONITORING SOUND LEVELS

In 2006, Lothian and Borders Police Health and Safety Department deployed equipment to measure noise levels. This showed that occasional peaks in noise levels warranted that all police personnel will be issued with either ear defenders or earplugs at all subsequent events.

It has been noted that as a one off, the occasional peaks in noise levels, which have now occasioned the police issue of ear protectors will not ordinarily have any detrimental effects upon hearing ability. However, because police and stewards are regularly exposed to such noise levels in the course of policing various public events, it has been decided that ear defenders will be issued to them.

As a matter of good practice, City of Edinburgh Council noise teams will again be deployed at the event to monitor noise levels.

Notwithstanding this, the stage desk will monitor and manage noise levels appropriately.

It is anticipated that as with all previous events, no significant noise issues will be encountered.

Ear plugs will be made available to all staff other than Specialised Security.

12. FIRE SAFETY / EMERGENCY PROCEDURES

12.1 MEANS OF ESCAPE

The event arena has sufficient exits running the length of its structure on its North and South sides. There are also sufficient exits to the East side (stage area) and at the West side (arena entrance).

These exits will be clearly signposted and illuminated. The floor seating plan will accommodate sufficient gangway space between each seating block to facilitate

audience evacuation in the event of an emergency. **Fire muster point outside arena to be established, and will be at the direction of the JACC (Incident Silver Commander) dependant on seriousness, location and type of incident.**

Should such an emergency occur the arena / house lights will be immediately switched on.

The event arena is on ground level and all emergency exits lead immediately out onto ground/road level, thus facilitating easily negotiable safe routes away from the event arena.

In the event of an emergency evacuation, teachers and adult staff will be responsible for ensuring the safety of all in their party/group and should be able to account for all members.

Accordingly, all school groups should ensure that they have sufficient staff to meet this requirement. Teachers will also do a roll call, if there are any pupils missing this should be notified immediately to stewards/police, giving name and description which will be circulated via the JACC for all personnel present.

Notwithstanding the above requirement, stewards and police will be on hand to monitor and assist as appropriate.

In the event of any member of staff discovering a fire, the first consideration will be their own and public safety. In the first instance details of any such discovery should be made known to JACC immediately for co-ordinated response to be effected.

In previous years there have been false fire alarm activations caused by haze leaking into the link corridor between the Highland hall and the Central Hall. This link corridor is used by performers to rehearse and to return to the Central Hall until required on stage again. As a result, Lothian and Borders Fire and Rescue Service have authorised that the smoke detectors in this link corridor will be capped to prevent future false activations. A member of Specialised Security staff will be placed in the link corridor throughout each of the events to maintain the integrity of the Highland hall's integral fire safety/alarm system.

Two members of Specialised Security personnel will be stationed in the male toilets in the main arrival hall to prevent any temptation by members of the audience from causing damage or creating wider public nuisance by setting fire, blocking toilets, etc. This will also maintain order as the toilets become very busy at the end of each show and have been the locus of minor altercations previously.

12.2 Fire personnel

One member of Lothian and Borders Fire and Rescue Service will be in attendance at the event, located in the JACC. In the event of a fire being discovered they will be the liaison and briefing officer for the first fire Incident officer to arrive at the event arena.

A member of RHC staff, Grant McKinght, will be present in the JACC at all times with the dedicated duty of monitoring the fire panel there. In the event of an alarm activation, another identified and dedicated member of RHC Staff, Kevin Black, accompanied by a designated member of Specialised Security personnel will immediately investigate the activation and advise the JACC accordingly via personal radio.

13. FIRE FIGHTING EQUIPMENT

13.1 EQUIPMENT WITHIN ARENA

The event arena has an integral, automated fire alarm system. A Fire risk Assessment in respect of the building is held by Royal Highland Centre and will be made available to Strategic and Local Planning Teams.

RHC will also provide adequate and appropriate fire fighting extinguishers throughout the whole period of the event.

14. MEANS FOR GIVING WARNING IN CASE OF FIRE

14.1 MANUAL / AUTOMATED SYSTEM

The automated messaging system will initially be set to allow officers / staff to fully investigate any fire alarm activation. However the system will still send intimation of an activation to the alarm monitoring company for Fire Service attendance. Should there be a genuine activation or a “double-knock” and the arena is required to be evacuated, the messaging system will automatically over-ride this setting and issue an automated fire evacuation message via the event arena public address system.

15. FIRE SAFETY – OTHER MATERIALS

15.1 CURTAINS / DRAPES

Fire retardant drapes suspended from the ceiling of the arena at the rear of the tiered seating and adjacent to the front of stage will be used. These will be weighted down using stage weights.

16. EMERGENCY PROCEDURES – MAJOR INCIDENTS

16.1 – JACC / EVACUATION PLAN / MAJOR INCIDENT

The JACC will be situated in the upper concourse room, which contains the Fire Safety Panel. The JACC will become operational as from 08:00 on each show day. The JACC telephone number will be 0131 335 6160.

There is no requirement for a major incident plan, as the event not is considered a “significant risk”. The Incident Silver Commander will be responsible for identifying a fire/incident muster point outside the arena, dependant upon the nature/location/seriousness of any incident/fire.

Should any incident/fire cause the JACC to be evacuated, it will relocate to the Pentland Pavilion, near to the Highland Hall. The telephone number there will be 0131 311 6210.

Similarly, as per event safety practice, “Plan B” will be as follows; in the event of an evacuation from the event arena causing the performance to be cancelled, there is no capacity for hosting the show elsewhere. Accordingly, school groups which have transport waiting to return them to their schools will depart as normal. School groups

which have to wait for transport to return and convey them back to their school will be temporarily housed in the Central Hall, adjacent to the Highland Hall. If this is not possible due to circumstances prevailing at the time, they will be held in another venue identified at that time and appropriate to the prevailing circumstances.

RVP FOR EMERGENCY SERVICES WILL BE GATE 1 OF RHC WITH FURTHER DIRECTION FROM THE JACC TO SPECIFIC LOCATION AS/WHEN NECESSARY

17. TRAFFIC AND TRANSPORT ARRANGEMENTS

17.1 TRAFFIC MARSHALLING

On arrival to the entrance of the north car park, coaches / vehicles will be directed by stewards to the identified parking areas:- i.e

IMMEDIATELY TO THE NORTH OF THE TURNSTILE ENTRANCES ON HARD STANDING AREAS (NORTH CAR PARK)

Arrangements will also be made for coaches carrying Special Requirement children, and for guest's vehicles to be parked on either side of the north turnstiles (identified parking areas) leading to the Highland Hall.

All arriving coaches and vehicles will display WINDSCREEN PASSES indicating the name of their school. These will be displayed in the front windscreen and be retained there whilst buses are parked in the north car park.

All vehicles carrying or forming part of a convoy of vehicles, any one of which is carrying a child with special needs will all be issued with sheet of red card with the school/group name printed thereon. This will alert parking stewards and ensure that all such vehicles are directed to the designated special needs parking area.

All other school buses will be issued with sheets of white card with their school name printed thereon.

On completion of the event no coach will be allowed to leave until all children and teachers / accompanying adults are on board.

Two police motorcyclists have been requested to assist with buses arriving and departing, though historically they have never had cause to intervene.

No facilities or food will be made available within the event arena for bus drivers. However, sufficient toilet facilities are available immediately inside the north turnstiles through which the event arena is accessed from the north car park.

THE EXIT ROUTE WILL BE EAST ALONG FAIRVIEW ROAD, TURNING RIGHT (SOUTH) AT ROUNDABOUT ALONG EASTFIELD ROAD THEREAFTER ONTO A8 FOR ONWARD JOURNEYS.

18. MEDICAL

18.1 FIRST AID PROVISION

First Aid will be provided by Glentress Ambulance (2004) Limited staff and will consist of two ambulance and six qualified staff. Medical staff will carry personal radios for passing messages between each team and the JACC. Radios will be made available by Specialised Security to all first aid personnel. The number of personnel will be: -

- One Officer to be situated in JACC
- Two front line fully equipped blue light ambulances each with a two crew members including Extended Trained Ambulance Technicians, will be available on the event days.
- Six First Aiders each with a minimum of a First Aid Certificate.

All first aid personnel will be kitted with their own equipment.

First Aid personnel will be located within the environs of the event arena. Both ambulances will be parked in a standby position directly outside the northwest corner of the event arena by the exit door at the First Aid Room.

Notification of the event has been made to the Scottish Ambulance Service and Lothian NHS. The identified receiving hospital for child casualties will be the Royal Hospital for Sick Children, Edinburgh, and for adult casualties the New Edinburgh Royal Infirmary.

18.2 HOSPITAL PROCEDURES

Dr Peter Freeland, Consultant A&E at St John's Hospital has confirmed that St. John's Hospital, Livingston will take any age of minor casualty "walking wounded" - 25% of their routine activity is children. However St. John's is not equipped for major trauma.

To clarify this means that all three hospitals will have a role in managing routine casualties: -

- 1) St. John's Hospital being the nearest hospital will take routine "walking wounded" casualties of all ages, concurrently if necessary a severe casualty should be taken directly to
- 2) RIE for 13 years and above and
- 3) RHSC for 12 years and under if required.

In the event of a Major Incident: -

- 1) RIE should be notified as the Control Hospital, Lothian and will receive 13 years and above
- 2) RHSC will be the main Receiving Hospital for 12 years and under, overseen by the RIE as the Control Hospital
- 3) St John's Hospital role will be as a Support Hospital and will be confirmed by the RIE as the Control Hospital and be dependent on the nature and duration of the Major Incident"

19. INFORMATION AND WELFARE SERVICES

19.1 LOST PROPERTY / MEETING POINT

A member of staff from the Force Safer Communities Department will manage arrangements for the secure storage and retrieval of lost property. The management of the Royal Highland Centre will provide the necessary recording documentation. At the conclusion of each show day any identified property that has been left / lost by individuals will be retained by the Royal Highland Centre, and its return will be organised via them. Information on this process has also been included in attending schools teacher's packs.

Should any child become separated from their class/groups, Stewards / Police will assist them in being reunited with their school party directly or taken to the lost & found desk in the entrance foyer, where they will be supervised until re-united with a member of staff from their group.

20. FOOD / REFRESHMENTS AND DRINKING WATER

20.1 ATTENDING CHILDREN / GUESTS

There will be no requirement for the provision of food / refreshments to children. Schools are advised that should children bring packed lunches, they will be afforded the opportunity to eat them at the conclusion of each show. Information on this subject is contained in schools teachers' packs, stating that

- the packed lunches must be brought into the arena on as the schools arrive,
- that schools must remain in their seats when consuming food and
- that all litter must be picked up, placed in the black plastic bin liners provided and removed by the teachers to be disposed of by them.

Information in teachers packs also highlight that some attending school pupils have nut allergies and that exchanging food between parties should not take place.

Guests will be provided with light refreshments prior to the event starting. This will be provided by Saltire Hospitality and will take place from 10:00 hours onwards on each show day and be situated on the first floor landing of the area, directly above the main entrance.

A water fountain will also be located within the main foyer of the arena with adequate paper cups.

20.2 STAFF / PERFORMERS

All Police officers and Police staff will be provided with packed lunches on each event day, as will choir members, lead agencies within the JACC and Glentress medical staff.

Stewards will be informed to bring their own lunch / refreshments.

Performers will be supplied refreshments and food from pre-arranged Crew Catering.

21. SANITARY ACCOMODATION

21.1 NUMBER OF SANITARY CONVENIENCES

There are sufficient male and female toilets situated within the main foyer at the main entrance of the event arena, as is a disabled toilet.

In line with the anticipated audience and “Purple Guide”, the requirements amount to the provision of 36 female toilets, 8 male toilets and 25 urinals.

22. WASTE DISPOSAL

22.1 HANDLING OF WASTE

On admission, every school will be issued with a black bin liner. It will be the responsibility of each school group leader to ensure that all rubbish dropped in their seat rows is placed in the bin liner and removed by them for disposal off site.

Historically, schools have not successfully accomplished this requirement, which has occasioned additional cost to the organisers. Bearing in mind that the national Choices For Life budget is government funded in its entirety, this imposes an otherwise avoidable fiscal burden. This has an impact on the budget available for future events.

Schools will be reminded of this requirement prior to attending the show, on arrival, throughout and after the show.

Notwithstanding these reminders, it should be considered as good practice that teachers and adult staff will leave the premises as they would wish to find them.

No bins will be placed in the hall as this would encourage teachers to leave rubbish bags behind them, contributing to the overall cost and causing an additional hazard.

This requirement has been discussed with the Force Education Advisor – a teacher seconded to Safer Communities, Force Headquarters – who considers that this condition is perfectly acceptable and would not be an onerous or difficult undertaking for staff.

23. TEACHERS/ SCHOOL STAFF

23.1 RESPONSIBILITIES

All teachers and staff are reminded that they retain responsibility for the safety and welfare of their pupils at all time. Police and stewards will be on hand to assist where necessary.

Teachers are asked that they ensure

- Admission tickets are accurately completed BEFORE arrival at RHC
- Pupils with medical needs have all necessary medication with them, e.g, inhalers,

- Pupils have something to eat on the morning of the event. Historically, pupils often receive medical assistance because the culmination of no breakfast/morning snack, coupled with the excitement and anticipation of the event, causes them faintness and nausea.
- Prior to leaving the event, ensure that all litter in their seat rows is put in the bin bags provided and disposed later when back at school.
- There are no refreshment facilities for pupils or teaching staff, but a water fountain is available at the main foyer of the Highland Hall.
- In the event of a full evacuation, teaching staff will have responsibility for ensuring that all of their pupils/school group are accounted for. Full details, including name, age, description and school group, should be given to stewards/police immediately.

CONCLUSION

The Local Planning Team have taken all steps to ensure that, as far is possible, “Choices For Life, 2010” is an enjoyable, effective and safe event. However, if you have any comments or suggestions please make these known on the day you attend and back this up by communicating it to choicesforlife@lbp.pnn.police.uk.

Finally, Choices For Life Strategic Planning Group and Local Planning Team would hope you enjoy, learn and take away from the 2010 event as much as previous audience’s have and we look forward to meeting you at Royal Highland Centre on 11th and 12th May 2010.

CHOICES FOR LIFE

APPENDICES

- Appendix A – Drivers medical declaration
- Appendix B – permit to work form
- Appendix C – Personal injury/accident form
- Appendix D – Near miss form
- Appendix E – Site safety rules
- Appendix F – L & B example of Event Safety Management Plan

All other relevant documentation regarding Health and Safety will be held by the event organisers and made available on request.