

The Scottish Schools Pipe Band Championships 2017



The thrill of competing – the friendship of fellow musicians

**9.00am to 5.30pm
Sunday 12th March 2017**

James Gillespie's High School, Lauderdale Street, Edinburgh, EH9 1DD

**Sponsored by
The Scottish Schools Pipes and Drums Trust**

Registered Office: Turcan Connell, Princes Exchange, 1 Earl Grey St., Edinburgh, EH3 9EE

(Registered as a Scottish Charity No: SC037980)

EVENT SAFETY PLAN

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1. Introduction

On Sunday 10th March 2013 the first ever Scottish Schools Pipe Band Championships was held at Broughton High School in Edinburgh. Over 400 students travelled from all corners of the country, from the Outer Hebrides to the Scottish Borders, to compete against their peers. 45 pipe bands from 39 schools competed in the much anticipated event where many youngsters had their first taste of performing in public. Winners collected their prizes from Mike Russell, the then Scottish Government's Cabinet Secretary for Education and Lifelong Learning.

About "The Championships"

The purpose of the championships is to promote piping and highland drumming in schools at all levels and, in particular, the creation and development of school pipe bands.

The Championships are the world's biggest schools piping competition. They are held on the second Sunday in March in Edinburgh and open to every single school in the world, from schools at the top of their game to schools wanting to compete for the first time. It's a huge celebration of our musical tradition and the talent of our young people. The thrill of competing, along with the friendship of fellow musicians.

This year's Championships are expected to be bigger, hosting around 65 bands for the competition and will be held on Sunday 12th March 2017 in Edinburgh at James Gillespie's High School. The competition will be for full pipe bands as opposed to the mini band format normally associated with indoor competitions. The competition will also be open to school pipe bands from out with Scotland.

Patrons:

- His Grace The Duke of Argyll
- Mr Gordon Hamill (Chairman of the Royal Scottish Pipe Band Association)
- Mr Angus MacDonald OBE DL

Steering Committee:

- Mrs Alex Duncan - Chief Executive
- Mr David Johnston
- Mr John Hughes
- Mr Angus Tulloch
- Pipe Major Iain MacPherson
- Lieutenant Colonel Patrick Gascoigne MBE - Secretary

The Championships are run with the blessing of the governing body of such events, the Royal Scottish Pipe Band Association, but this is not an official RSPBA event. The rules are similar to RSPBA competitions but the Association has generously decided to waive the restriction on those players registered with one band performing with another to allow those registered with non-school bands to pipe or drum for their school.

Programme of Events on Sunday 12th March 2017:

- **08.00hrs** – James Gillespie’s High School gates open.
- **08.30hrs** - Catering service opens
- **09.00hrs** - Championships commence
- **12.00 – 13.30hrs** – Staggered lunch break.
- **16.35 hrs** - Championships finish.
- **16.40 hrs** - Prize-giving in Competing Hall ‘A’ (The Theatre).
- **17.30 hrs** – Competitors disperse.
- **18.30 hrs** – James Gillespie’s High School gates locked.

2. The Venue – James Gillespie’s High School, Edinburgh



James Gillespie’s High School was founded in 1803 and is situated in the Marchmont area of the beautiful and vibrant City of Edinburgh. It is a modern, culturally diverse comprehensive High School, educating pupils aged 11 to 18 years of age. Students describe it as a great school and a happy place to be part of. In November 2015 the school was named in the Sunday Times Good Schools Guide as State School of the Year (2015) for Scotland.

The school consists of a group of modern buildings which are subject to regular inspection and maintenance by an on-site Galliford Try Facilities Management team. The site has recently completed a major re-build and on Sunday 12th March 2017 the main Schools Pipe Band performances will take place in **Hall ‘A’** - the Theatre in the Muriel Spark Building and **Hall ‘B’** - the Forum in the Malala Building, with the Library in this building also providing a space for final tuning. Toilets are widely dispersed throughout the buildings and there is further guidance available at Appendix A.

3. Event Control

The Event Administrator is Patrick Gascoigne. He will be supported by a team of eager and willing stewards who are senior pupils from James Gillespie's High School, who will be under the direct control of Major Hugh Young, the Steward Supervisor. The stewards are very familiar with their buildings and any existing emergency procedures required to be utilised by the event. A steward will be allocated to each school on arrival and their role will be to provide administrative assistance to the school band throughout the day and to help ensure that it adheres to the playing timetable. Each band shall be assigned to a single classroom for their use during the event, where there will be no separate changing facilities for girls and boys.

Further assistance will be available from the on-site facilities management team who will be able to deal with any reactive building fabric or maintenance issues during the event.

There shall be over 80 performances during the event programme with the key competitions phased over the day to enable greater control of the event and to facilitate audience comfort. These performances are sponsored by the Scottish Schools Pipes and Drums Trust, registered in Scotland as Charity Number SC037980. Public Liability insurance for the Event is set for a limit of indemnity of £5,000,000 covering the Trust against any action raised by a Third Party for loss, injury or damage suffered as a result of the organisation's activities.

Competition Hall 'A' (the Theatre, Muriel Spark Building) and Competition Hall 'B' (the Forum, Malala Building) – Any young children should be closely supervised in these areas.

The Theatre is a potentially hazardous environment and in order to be used safely voids should not be entered below the movable seating units or any items stored there. Ropes, pulleys and associated curtains should not be interfered with.

Quartets Performances - will take place in the **Psychology Room of the Malala Building**.

Final Tuning – will be hosted in the **Library in the Malala Building**.

First Aid – A First Aid room will be available throughout the championships and an automatic defibrillator is available at the main School Reception.

Fire, other emergencies and school facilities - Bands and quartets will be briefed by their steward regarding the location of fire exits, other emergency procedures and school facilities. Suitable and sufficient Fire and Health and Safety Risk Assessments are undertaken by Galliford Try Facilities Management and checked by our own Health and Safety Advisor. A Category L2/M automatic fire detection and alarm system is installed at the school, which utilises a warbler for alerting occupants and an auto-dialer for notifying the Fire and Rescue Service. The school also benefits from an automatic life safety fire sprinkler system. For the duration of the Event the Assembly Point for all emergencies shall be the astro-turfed area to the rear of the buildings.

Smoking – James Gillespie's High School and its grounds are designated as no-smoking areas.

Lost children/property - During the championships any lost children or property will be taken to and collected from the main Registration Desk.

Vehicle Parking - Limited parking facilities are available within the School grounds, accessed from the north by Warrender Park Road and the east by Whitehouse Loan.

Pedestrian access – Is available by means of the above and additional pedestrian access gates.

Disabled Visitors – Have total access throughout James Gillespie's High School by use of lifts and wheelchair platforms and accessible toilets are available in both buildings. By prior notification of special needs, performers with impaired mobility may be allocated ground floor classrooms. If required, there are Refuge Points situated within the 60 minutes fire-resisting stairwells at all landings for emergency use while awaiting further assistance.

Stairwells – Young children should be kept under supervision and not be allowed to play in the stairwells at James Gillespie's High School.

Catering – The school's Parent Council will be selling snacks and light refreshments by way of a Tuck Shop sited within the main catering area of the Muriel Spark Building and external catering concessions providing more substantial meals will be operating between the two buildings, adjacent to the astro-turfed area.

4. Emergency Plan & Procedures

Wherever possible the event shall integrate its emergency plan and procedures with the existing one of James Gillespie's High School. This is to enable the event stewards, who are senior pupils of the school, to react in a way to which they are already accustomed, thereby facilitating an effective and appropriate response to any on-site emergency in a timely manner. The Event Registration desk will be the first point of contact and this will be permanently manned by Major Hugh Young, the Steward Supervisor. Further information can be found within the Health and Safety briefing note provided in Appendix B.

5. Communications

While key stewards and control staff will carry radios, as the event management team is quite small for this event many will generally rely on 'word of mouth' for general communication of event information and utilise mobile phones as back up.

6. Key Contacts

| | | |
|-------------------------------|-----------------------------------|---------------|
| Event Administrator | Patrick Gascoigne | 07793 903828 |
| Steward Supervisor | Major Hugh Young | 0777 0930765 |
| Event Sound Technician | Johnny Stewart | 07595 773953 |
| James Gillespie's High School | David Anderson - Business Manager | 0131 447 1900 |
| Insurance (Keegan & Pennykid) | David Taylor | 0131 243 9672 |

7. Risk Assessments

The Health and Safety Advisor visited the school on Wednesday 25th January 2017 for the purpose of completing Risk Assessments and discussed the use of the premises in line with the event with David Anderson, the James Gillespie's High School Business Manager, Ross Hastie, the Facilities Manager from Galliford Try and Alan Glancy, the Senior Service Support from City of Edinburgh Council Facilities Management. Additional guidance was sought from Saran Robertson, events officer within the Licensing Section of City of Edinburgh Council.

RA1 - General Site Activities

Scottish Schools Pipe Band
Championships

Health and Safety Risk Assessment

12th March 2017

| Area/Operation | Activity/Hazard | Persons At Risk | Risk | Risk Rating | Control Measures |
|----------------------|--|------------------------------------|---|-------------|--|
| General Site Control | Site Preparation & Dismantling | Volunteers Contractors | Slips, trips, falls Manual handling injuries | Low | Limited activity by competent staff Supervision by Event Manager First Aid treatment available |
| | Electrical/Sound system | Contractor Volunteers | Electric shock Fire from faulty equipment | Low | Professional installer to IEE regs Limited installation First Aid treatment available CO2 fire extinguishers available |
| | During Performance movement across site | Public Volunteers Performers | Large visitor numbers causing congestion & anxiety Lost Children Slips, trips, falls | Low | Steward control & supervision Limited numbers / access control Non-slip flooring/carpets in all areas First Aid treatment available |
| | Bomb Threat / Suspicious Package | Public Performers Volunteers | Injury through panic / hysteria Serious injury Death | Low | Steward control & supervision Emergency Procedures in place First Aid treatment available |
| | Local Disturbance Drunken Behaviour | Public Performers Volunteers | Verbal Abuse Physical Attack leading to minor - serious injuries | Low | Steward control & supervision Access control - no alcohol First Aid treatment available |
| | Contamination at Catering Outlet | Customers | Food Poisoning | Low | Established/registered operators Certificated to Food Hygiene Standards First Aid Post on site |

Risk Index:

Low = Unlikely/Minor injury

Medium = Possible/First Aid Required

High = Likely/Serious-fatal injury

Assessor: Paul Graham, *PPG Solutions*

7th February 2017

RA2 Fire
**Scottish Schools Pipe Band
 Championships**

Fire Safety Risk Assessment

12th March 2017

| <i>Area/Operation</i> | <i>Activity/Hazard</i> | <i>Persons At Risk</i> | <i>Risk</i> | <i>Risk Rating</i> | <i>Control Measures</i> |
|---|--|---|--|--------------------|--|
| General Site (internal) | Electrical installations & heating system | Public Performers Volunteers | Mechanical / electrical failure; defect or damage causes fire | Low | Regularly maintained / tested Residual Current Circuit Breakers Sprinklered building AFD throughout building Steward control & supervision |
| Performances - The Theatre The Forum Psychology Room | Sound installation | Performers Volunteers Public | Electrical failure or defect causes fire | Low | Professional installer to IEE regs Steward control & supervision Fire extinguishers on site AFD throughout building |
| Concessions | Cooking Facilities | Public Performers Operators Volunteers | Electrical failure or defect causes fire Fire caused through cooking | Medium | Gas and Electrical equipment tested annually Fire extinguishers on site |
| General Site (external) | Smoking | Public Volunteers Performers | Carelessly discarded smoking materials cause fire | Low | Entire school campus is designated as 'No Smoking' area including grounds Steward control & supervision |

8. Appendices

Appendix A

The Scottish Schools Pipe Band Championships Housekeeping Guidance for Visiting Schools

We hope that you will all enjoy your visit to James Gillespie's High School for the fifth Scottish Schools Pipe Band Championships and we wish you every success. If you have any queries please speak to your assigned steward in the first instance, they are all local pupils and know the building well. Please respect the school buildings and contents and to assist us we politely ask you, when using any classrooms:

- Do leave classrooms as you found them and return all desks and chairs to their original position before you leave
- Do not try to write on the interactive smartboards – they are designed for computer use
- Do not use permanent marker pens on whiteboards
- Do not remove any material written on whiteboards
- Do not access drawers, cupboards or other storage areas
- Do not eat or drink in classrooms
- Do not touch or interfere with items that are clearly pupils' work
- Do close any windows and doors before leaving

Any damage or faults should be reported to the onsite facilities team immediately

Please only access or leave by the main entrance – do not use Fire Exits unless in an emergency

Please ensure all litter is disposed of safely and in designated receptacles

Please consult the onsite team if you wish to affix signage or other items to walls or other surfaces

Please take care of valuables and do not leave them unattended

Please remember that the site (buildings & grounds) is designated as a 'No Smoking Area' and a 'No Dogs' area with the exception of guide dogs / assistance dogs.

Thank you for your co-operation.

Patrick Gascoigne

Patrick Gascoigne
Event Manager
Secretary, SSPBC Steering Committee

Appendix B

The Scottish Schools Pipe Band Championships Health & Safety Briefing

1. All key personnel (Management; Stewards and Contractors) must establish a method of communication that will enable them to control the event adequately and deal with any eventuality in a safe, secure and effective manner without having to terminate the event.
2. Everyone involved in some form of control (i.e. over performers; public; etc.) must be given local area instruction prior to the Event.
3. The general site area should be monitored closely by all key personnel to enable any incidents of a safety or security nature to be dealt with quickly and efficiently, with the minimum of fuss and disruption to the performances.
4. Any lost children should be taken immediately to the Event Registration area to enable a speedy response from staff and parents in order to facilitate a safe return.
5. Report any accidents/incidents immediately to the Event Administrator, Patrick Gascoigne (who will contact the emergency services as necessary) and assist where possible, especially if first aid trained.
6. Event management should note the time and details of any accidents/incidents and obtain details of persons directly involved. These may be required by the local authority, HSE and the Police.
7. If a fire is discovered, the nearest red Alarm Call Point must be activated immediately to alert the remainder of the building occupants and automatically call the Fire and Rescue Service.
8. There are fire extinguishers situated across both sites - use these for small fires only, if you have been trained and it is safe to do so.
9. Emergency Vehicle Access to the school is via the two main parking areas off Warrender Park Road and Whitehouse Loan. The Event Manager must ensure this access remains available at all times and the access routes remain unobstructed.
10. Due to the minimal separation in the school parking areas pedestrian/vehicle access must be supervised prior to and after the Event and monitored throughout the course of the day.
11. If there is a fire or other emergency at the School, an alarm (warbler) will be activated in the building involved. All building occupants should follow the directions of stewards and leave by the nearest available exit. The Assembly Point shall be to the rear of the buildings on the astro-turfed area where further information will be provided as available. Stewards must check Refuge Points.
12. All stewards/schools staff will co-ordinate the immediate building evacuation, assisting any mobility-impaired persons as required. Individual schools and their staff **MUST** cooperate and follow the directions given to them. Non-essential staff will then proceed to the Assembly Point to assist and alleviate any public concerns.

Paul Graham CMIOSH, MIFireE
Health & Safety Advisor, PPG Solutions

12/02/2017