

The Scottish Schools Pipe Band Championships 2018



The thrill of competing – the friendship of fellow musicians

9.00am to 5.30pm
Sunday 11th March 2018

**Inveralmond Community High School, Willowbank,
Livingston, West Lothian, EH54 6HW**

Organised by
The Scottish Schools Pipes and Drums Trust

Administration: 14 Albany Street, Edinburgh, EH1 3BQ
(Registered as a Scottish Charity No: SC037980)

EVENT SAFETY PLAN

CONTENTS

1. Introduction
2. The Venue: Inveralmond Community High School
3. Event Control
4. Emergency Plan and Procedures
5. Communications
6. Key Contacts
7. Risk Assessments:
 - i.) General Site Activities
 - ii.) Fire
8. Appendices
 - A - Housekeeping Guidance for Visiting Schools
 - B - Copy of Health and Safety Brief

Compiled by: Paul Graham CMIOSH, MIFireE,
Chartered Safety and Health Practitioner, PPG Solutions

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 and are 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 which will be held on Sunday 11th March 2018 in Livingston, West Lothian at Inveralmond Community High School. The competition will be for full pipe bands and quartets 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

Championships Steering Committee:

- Mr David Johnston, Chairman (Chairman of the Scottish Schools Pipes and Drums Trust)
- Mr John Hughes (Vice Chairman of The Royal Scottish Pipe Band Association)
- Ms Alex Duncan (Chief Executive of the Scottish Schools Pipes and Drums Trust)
- 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 (RSPBA), but they are 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 11th March 2018:

- **08.00hrs** – Inveralmond Community High School gates open.
- **08.30hrs** - Catering service opens
- **09.00hrs** - Championships commence
- **12.00 – 13.30hrs** – Staggered lunch break.
- **16.55 hrs** - Championships finish.
- **17.00 hrs** - Prize-giving in Competing Hall 'A' (Assembly Hall).
- **17.30 hrs** – Competitors disperse.
- **18.30 hrs** – Inveralmond Community High School gates locked.

2. The Venue – Inveralmond Community High School, Livingston



As a comprehensive school, Inveralmond Community High School aims to develop the full potential of every young person, affording equal opportunities to all, aiming to ensure that all their young people develop the knowledge, skills, attributes and capabilities to help prepare them for the future. In doing so staff strive to help every young person to attain the very best qualifications through examination success, maintaining high standards for the individual and for the school as a whole.

Parents and teachers share the same hope for every child – that they will emerge into adult life as good citizens, well prepared and leading fulfilling lives. Believing that strong partnership working allows the school to ensure that these aspirations become realities, it welcomes parents as partners in the educational process and strives to strengthen this partnership. The school wants its pupils to achieve the best possible qualifications and to recognize the importance of learning as a life-long process.

'Working together to inspire learners and shape successful futures ensuring excellence and equity for all'



Inveralmond Community High School is situated in Livingston, West Lothian. The school consists of a group of modern buildings which are subject to regular inspection and maintenance by an on-site facilities management team. On Sunday 11th March 2018 the schools pipe band performances will take place in **Hall 'A'** (the Assembly Hall), and also in **Hall 'B'** (the Drama Studio), with the Staff Room in the same building providing a space for final tuning for those bands competing in Hall 'A'. 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 Inveralmond Community 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 organised by the Scottish Schools Pipes and Drums Trust (SSPDT), 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 Trust's activities.

Competing Hall 'A' (Assembly Hall) and Competing Hall 'B' (Drama Studio)

– Any young children should be closely supervised in these areas.

The Assembly Hall is a potentially hazardous environment due to the Bleacher seating 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.

Final Tuning – will take place in the Staff Room for those bands competing in Hall 'A'.

Quartets Performances – dependent upon entry numbers, these will take place in Hall 'A' or Hall 'B' or the Dining Area.

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

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 appropriately qualified school staff and have been checked by our own Health and Safety Advisor. A Category L2/M automatic fire detection and alarm system is installed at the school, which provides a siren for alerting occupants and an auto-dialler 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 synthetic pitch adjacent to the main car parking area.

Smoking – Inveralmond Community 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 Championships Reception.

Vehicle Parking – Limited car parking facilities are available within the School grounds, accessed from Willowbank. Organisers, judges and VIPs should park adjacent to the trees towards the bicycle stands, keeping disabled bays available as required. Coach parking is not allowed at the school but coaches are permitted to drop off passengers at the designated school coach drop-off point prior to parking elsewhere in Livingston. The Tony Macaroni Arena at Alderstone Road, Livingston, EH54 7DN (Livingston FC) may offer the best option for coach parking on the day.

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

Disabled Visitors – Have total access throughout Inveralmond Community High School by use of lifts and wheelchair platforms and accessible toilets are available. By prior notification of special needs, performers with impaired mobility will be allocated ground floor classrooms. If required, there are Refuge Points situated within the 60 minute 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 Inveralmond Community High School.

Catering – Provided by the school's on-site catering team, snacks, light refreshments and lunches will be available to purchase on the day within the main school restaurant area.

4. Emergency Plan and Procedures

Wherever possible the event shall integrate its emergency plan and procedures with the existing one of Inveralmond Community 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 Championships Reception 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

As the event management team is quite small for this event they 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 Chief Sound Technician	Johnny Stewart	07595 773953
Inveralmond Community High School	Neil Sharp	01506 438093
Russell Brown	H&S Compliance Manager	07767 647683
Insurance (Keegan & Pennykid)	David Taylor	0131 243 9672

7. Risk Assessments

The Health and Safety Advisor visited the school on Tuesday 31st October 2017 for the purpose of completing Risk Assessments and discussed the use of the premises in line with the event with Neil Sharp, the Community and Leisure Co-ordinator at Inveralmond Community High School and Russell Brown, the Health and Safety Compliance Manager at West Lothian Leisure. Additional guidance was sought from West Lothian Council.

It is recommended that a short review of the attached Risk Assessments and general Event Plan is carried out within a week or two of the designated event date to ensure that no significant changes have been made at Inveralmond Community High School that could affect their validity.

RA1 - General Site Activities

Scottish Schools Pipe Band
Championships

Health and Safety Risk Assessment

11th March 2018

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 from Catering Outlet	Customers	Food Poisoning	Low	Established/registered operators Certificated to Food Hygiene Standards First Aid treatment available

Risk Index:

Low = Unlikely/Minor injury

Medium = Possible/First Aid Required

High = Likely/Serious-fatal injury

Assessor: Paul Graham, PPG Solutions

12th December 2017

RA2 Fire
**Scottish Schools Pipe Band
 Championships**

Fire Safety Risk Assessment

11th March 2018

<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 - Assembly Hall Drama Studio	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
Catering (In-house)	Cooking Facilities	Public Performers Catering Staff Volunteers	Gas / Electrical failure or defect causes fire Fire caused through cooking	Low	Gas and Electrical equipment tested annually Fire extinguishers on site Sprinklered building AFD throughout building Experienced staff
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 Inveralmond Community High School for the sixth 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 and Secretary, Championships 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 Willowbank and the main vehicle parking area. 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 (siren) will be activated in the building involved. All building occupants should follow the directions of stewards and leave by the nearest available fire exit. The Assembly Point shall be on the small synthetic pitch adjacent to the main car park where further information will be provided as available. Stewards must check all Refuge Points to assist any mobility-impaired persons who require further evacuation / assistance.
12. All stewards/schools staff will co-ordinate the immediate building evacuation, assisting any visitors 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

12/12/2017