

# **SCOTTISH SCHOOLS PIPE BAND CHAMPIONSHIPS**

**2019**

## **EVENT SAFETY PLAN**

### **About the Scottish Schools Pipe Band Championships.**

The Scottish Schools Pipe Band Championships (the Championships) is the world's largest schools' piping competition. It is held annually on the second Sunday in March, and is open to every school in the world; from schools playing at the highest level to those that are starting from scratch. This year's Championships will be held indoors at Inveralmond Community High School, Livingston. The Championships is for full pipe bands, quartets and freestyle groups.

### **The Championships' Steering Committee.**

The Championships is organised by a steering committee comprising:

Mr David Johnston (Chairman).

Mr John Hughes (Chairman of the Royal Scottish Pipe Band Association [RSPBA]).

Ms Alex Duncan (Chief Executive of the Scottish Schools Pipes and Drums Trust.

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Mr Angus Tulloch.

Pipe Major Iain MacPherson.

Lieutenant Colonel Patrick Gascoigne (Secretary).

### **Outline Programme on 10 March 2019.**

0800 hrs – Inveralmond Community High School (ICHS) opens.

0830 hrs – Catering service opens.

0900 hrs – Championships start.

1300 hrs – 1330 hrs – staggered lunch break for competitors and adjudicators.

1645 hrs – Championships finish.

1700 hrs – Prize-giving.

1745 hrs – Competitors disperse.

1830 hrs – ICHS closes.

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**The venue – Inveralmond Community High School, Livingston.**

**General.** ICCHS comprises a group of modern buildings that are subject to regular inspection and maintenance by an on-site facilities management team.

**Competing Halls.** On 10 March 2019 performances will take place as follows:

**Hall ‘A’.** The school Assembly Hall will be Hall ‘A’. Hall ‘A’ will have a final tuning room in the school Staff Room. Young children must be closely supervised in Hall ‘A’, where the bleachers present a particular hazard. No one is to be permitted to enter the void space under the bleachers.

**Hall ‘B’.** The school Dance Studio will be Hall ‘B’. Hall ‘B’ will have a final tuning room in the school Drama Studio. Young children must be closely supervised in Hall ‘B’

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**Lavatories.** Lavatories are widely dispersed throughout the school premises.

### **Event Control.**

**General.** The Event Administrator is Lieutenant Colonel Patrick Gascoigne. He will be supported by Mr Walter Gray who will be in charge of a 20-strong team of stewards selected from the top year of senior pupils at ICHS. These stewards will be very familiar with the layout of ICHS's buildings, both within and without, and also with all extant emergency safety procedures.

**Stewards.** A steward will be allocated to each competing school on its arrival, and their role will be to provide assistance to that school throughout the day, and also to ensure that it adheres to the playing timetable. There will be 80+ separate performances spread throughout the day in order to facilitate easy control of the event, and also to help facilitate audience comfort.

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**Classrooms.** Each band will be assigned to a single classroom for its use as an administrative base for the duration of its stay. There will be no separate changing facilities for girls and boys.

**Facilities Management Team.** Further assistance will be available from the on-site facilities management team who will react to any building or fabric issues during the event.

### **Overall Responsibility for the Championships and Insurance Cover.**

The Championships are held under the auspices of the Scottish Schools Pipes and Drums Trust (SSPDT), which is registered as Scottish Charity Number SC037980. Public liability cover for the event is set at a limit of £5 million, which covers SSPDT against third party loss, injury and damage.

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### **The Emergency Plan (Fire, other Emergencies and Safety Facilities).**

**General.** Championships Reception will be the first point of contact for the control of any on-site emergency. Further information is at the Health and Safety briefing at Page 15.

**Integration.** Where possible the event will integrate its emergency plan and procedures with existing ICBS arrangements. This is to enable stewards to react in a way to which they are already accustomed. Bands and quartets will be briefed by their ICBS steward on arrival concerning the location of fire exits, other emergency procedures and safety facilities.

**Risk Assessments.** Sufficient and relevant fire and health and safety risk assessments are undertaken regularly by appropriately qualified ICBS staff.

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**Fire Alarm and Sprinkler System.** A category L2M automatic fire detection and alarm system is in place at ICHS, which provides a siren for alerting occupants, and an auto-dialler for alerting the Fire and Rescue Service. An automatic fire sprinkler system is installed in ICHS. During the Championships the assembly point for all emergencies will be the synthetic pitch adjacent to the main car parking area.

### **First Aid.**

A fully-staffed First Aid room will be open throughout the Championships. An automatic defibrillator will be available at the school reception office.

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### **Smoking and Alcohol.**

ICHS and its grounds (the premises) are both designated as no-smoking areas. Alcohol may not be consumed in the premises, and alcohol may not be taken into the premises.

### **Lost Children and Lost Property.**

During the Championships any lost children and property may be taken to Championships Reception, where they will be kept for safe-keeping until claimed.

### **Vehicle Parking and Pedestrian Access.**

There are limited parking facilities for cars in ICHS. There is no parking for busses (only drop-off and collection). When the car park is full visitors to the Championships are advised to park, with courtesy, in the surrounding streets, taking care not to obstruct the residents. Empty busses should

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proceed to Livingston Stadium EH54 7DN, and await recall for their return journey. Pedestrian access is readily available to ICHS.

### **Disabled Competitors and Visitors.**

There is adequate disabled access throughout ICHS. Lifts, wheelchair platforms and accessible lavatories are available. By prior notification (on the Championships entry forms) performers with impaired mobility will be allocated a ground floor classroom. If required there are refuge points situated within the 60-minute fire-resistant stairwells at all landings for emergency use.

### **Stairwells.**

Young children must not be permitted to play in the stairwells. As already stated, there are refuge points situated within the 60-minute fire-resistant stairwells at all landings for emergency use.

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### **Catering.**

Snacks, refreshments and lunches will be provided by the ICHS in-house catering team for purchase by competitors and visitors at the Championships.

### **Communications.**

As the event management team is small and as the venue is clearly defined, communications will generally be carried out verbally, with mobile phones as back-up.

Event Administrator	Patrick Gascoigne	07793 903 828
Steward Supervisor	Walter Gray	
Chief Sound Technician	Johnny Stewart	07595 773 953
ICHS	Doris Cefferty	01506 438093

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Russell Brown	ICHS Health and Safety Compliance Manager	07767 6474 683
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### Health and Safety Risk Assessment.

Operation	Activity/Hazard	Persons at Risk	Risk	Risk Rating	Control Measures
General site control.	Site preparation and dismantling.	Volunteers and contractors.	Slips, trips, falls and manual handling injuries.	Low	Limited activity by competent staff. Supervision by Event Administrator. First Aid immediately available.
General site control.	Electrical. Sound system.	Contractor and volunteers.	Electric shock. Fire.	Low	Professional installer to IEE regulations. Limited installation. First Aid immediately available. CO2 fire extinguishers available.
General site control.	During performance movement across site.	Visitors, volunteers and performers.	Large visitor numbers causing congestion and anxiety. Lost children. Slips, trips and falls.	Low	Steward control and supervision. Limited numbers/access control. Non-slip flooring in all areas. First Aid immediately available.
General site control.	IED threat/suspicious package.	Visitors, volunteers and performers.	Injury through panic. Serious injury. Death.	Low	Steward control and supervision. Emergency procedures in place. First Aid immediately available.

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General site control.	Local disturbance. Drunken behaviour.	Visitors, volunteers and performers.	Verbal abuse. Physical attack leading to minor/serious injury.	Low	Steward control and supervision. Emergency procedures in place – no alcohol. First Aid immediately available.
General site control.	Contamination from catering outlets.	Customers.	Food poisoning.	Low	Established and registered in-house caterers certified to food hygiene standards. First Aid immediately available.

Low = unlikely/minor injury.

### Fire Safety Risk Assessment.

Area/Operation	Activity/Hazard	Persons at Risk	Risk	Risk Rating	Control Measures
General site (internal).	Electrical installations and heating systems.	Visitors, performers and volunteers.	Mechanical / electrical fault, defect or damage causes fire.	Low	Regularly maintained and tested residual current circuit breakers. Sprinklered building. AFD throughout. Steward control and supervision.
Performances – Assembly Hall, Dance Studio and ?.	Sound installation in Assembly Hall	Visitors, contractors, performers and volunteers.	Electrical failure or defect causes fire.	Low	Professional installer to IEE regulations. Steward control and supervision. Fire extinguishers on site. AFD throughout building.

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Catering (in-house).	Cooking facilities.	Visitors, performers, catering staff and volunteers.	Gas leak, 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.	Visitors, performers and volunteers.	Carelessly discarded smoking material causes fire.	Low	Entire school campus, including grounds, is a designated no-smoking area. Steward control and supervision.

Low = unlikely/minor injury.

### Housekeeping Guidance for Visiting Bands and Quartets.

**General.** It is hoped that you enjoy your visit to Inveralmond Community High School (ICHS) for the Scottish Schools Pipe Band Championships. If you have any queries please address these in the first instance to your steward for the day: he or she will be a senior pupil at the school and will know ICHS well. Please respect the school building and its contents:

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**Classrooms.** In respect of your use of classrooms, please:

- Leave your classroom as you found it, with all desks and chairs returned to their original positions before you leave.
- Do not write on the interactive smartboards: they are not designed for computer use.
- Do not erase or move or discard any notices already in situ when you arrive.
- Do not use permanent marker pens on whiteboards.
- Do not access or otherwise interfere with the contents of drawers, cupboards or other storage areas.
- Do not consume food or drinks in classrooms.
- Do not interfere with or deface that which is clearly ICBS pupils' work.
- Please close all windows in your classroom at the end of the day.

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### **Public Areas.**

- Please report any damage or faults to the onsite facilities team.
- Please enter and leave ICHS by the designated entrance and exit – do not use fire exits.
- Please dispose of all litter in bins provided for the purpose.
- Please take care of your valuables.
- There is to be no smoking in ICHS or its grounds.
- No dogs are allowed in ICHS (except guide dogs).

### **Health and Safety Briefing.**

- All key personnel (event organisers, 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.
- Everyone involved in some form of control (i.e. over performers and the public) must be area

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instruction prior to the event.

- The general site area should be monitored closely by all key personnel in order 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.
- Any lost children should be taken immediately to the event reception area to enable a speedy response from staff and parents.
- Report any accidents/incidents immediately to the event administrator, Patrick Gascoigne, who will contact the emergency services as necessary and assist where possible.
- Event organisers 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.
- If a fire is discovered the nearest red alarm call point must be activated immediately to alert the remainder of the building's occupants and automatically call the Fire and Rescue Service.
- There are fire extinguishers situated across the site - use these for small fires only, if you have been trained and it is safe to do so.

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- Emergency vehicle access to the school is via Willowbank and the main vehicle parking area. The event organiser must ensure this access remains available at all times and the access routes remain unobstructed.
- given local
- 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.
- If there is a fire or other emergency at the school, an alarm (siren) will be activated. 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.
- All event organisers and stewards will co-ordinate the immediate building evacuation, assisting any visitors as required. Competitors and visitors must cooperate and follow any directions given to them. Non-essential staff will then proceed to the assembly point to assist and alleviate any public concerns.