

<b>NAME OF EVENT</b>	Scottish Schools Pipe Band Championships
<b>LOCATION OF EVENT</b>	William McIlvanney Campus
<b>DATE(S) OF EVENT</b>	Sunday 8 <sup>th</sup> March 2020
<b>DESCRIPTION OF EVENT</b>	<p>Scottish Schools Pipe Band Championships is organised by a Steering Group, and will take place on 8<sup>th</sup> March 2020 opening to the public from 8am until 6.30pm. Site set up will take place from 7am and down taking of equipment and tidy up will take place 7pm.</p> <p>The Scottish Schools Pipe Band 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 school playing at the highest level to those that are starting from scratch. This year's Championship will be held indoors at the William McIlvanney Campus. The Championships is for full pipe bands, quartets and freestyle groups</p> <p>The Event is aimed at families and will have school bands from all over the world with 1000 attendees expected.</p> <p>The event will be supervised by a 20-strong team of stewards selected from the top year of senior pupils from William McIlvanney Campus.</p> <p>Once the event has finished the site will be cleaned by Scottish Pipe Band Championships Steering Group members and returned to its original condition.</p>

<b>PEOPLE AT RISK</b> Consider staff, members of the public, children, the elderly, residents and contractors,	Stewards, members of the public, pipe band members and school children.
<b>TYPES OF INJURY / LOSS</b> For example, burns, fractures, bruising, lacerations etc.	Burns, fractures, cuts, bruising, fear and anxiety
<b>POST EVENT REVIEW</b>	On completion of the event, draw together the opinions and experience of staff, stewards and contractors to review your events health and safety performance. Consider how thoroughly the risks had been identified and whether control measures were effective. Investigate and consider the lessons to be learnt from any near misses. Determine whether your communication arrangements were effective and what, if any, improvements could be made. Review the findings of your monitoring arrangements to identify the priorities for your next event.

	HAZARD	CURRENT CONTROL MEASURES IN PLACE	Severity Rating (1 – 5)	Likelihood Rating (1 – 5)	Risk Rating L/M/H (1 – 25)
1	<b>Site vehicle movements</b> Caused by persons and surrounding property being struck by moving vehicles <i>Resulting in bruising, contusions, crush injuries</i>	<ul style="list-style-type: none"> <li>There is signage and parking bay segregation in place during periods of vehicle movements at the campus.</li> <li>For the site preparation and dismantling, limited activity by competent staff. Supervision by Event Manager.</li> <li>Buses and site set up will be completed prior to attendees arriving on site.</li> </ul>	1	2	2

		<ul style="list-style-type: none"> <li>Drop off and pick up points for buses will be at the designated point outside of the car parking area.</li> <li>Electrical sound system installation will be carried out on 7 March by a professional installer to IHE regulations.</li> <li>Electrical installations, regular maintained and tested residual current circuit breakers.</li> </ul>			
2	<b>Overcrowding</b> Caused by lack of adequate crowd control, pinch points, surge for pipe band, evacuation <i>Resulting in crushing injuries, anxiety, sudden illness</i>	<ul style="list-style-type: none"> <li>The venue holding the event can easily hold the expected maximum number of visitors: 1000.</li> <li>Stewards will be present monitor the crowd and help provide direction where required.</li> <li>A prestart briefing will be provided to stewards to identify duties and actions to take in the event of an emergency.</li> <li>Buses will be staggered to ensure that all attendees do not attempt to arrive/leave at the same time.</li> <li>Once buses drop-off they will park at St Joes Academy and London Road Headquarters and return to uplift.</li> <li>At peak time, stewards are located at the entrance/exit to monitor the crowd flow for signs of overcrowding/ crushing.</li> <li>In event of any risk identified of crushing, event management are notified loud voice to direct the crowd.</li> <li>Where required the event will be halted until it is safe to continue.</li> <li>Stewards and Event Manager will communicate over distances using a loud voice.</li> <li>Three trained first aiders will be present in the event of medical attention being required, and '999' called in the event of a more serious injury. The first aid room is at the main entrance.</li> </ul>	2	2	4
3	<b>Emergency situation</b> Caused by evacuation, major crushing , fire, terrorism <i>Resulting in crush injuries, burns, smoke inhalation, fear and</i>	<ul style="list-style-type: none"> <li>The event organiser, Patrick Gascoigne will be the designated contact in the event of an emergency. Hugh Young will be the back-up contact.</li> <li>Stewards will have a pre-event talk through detailing the steps to take in the event on an emergency.</li> <li>A pre-event walk around must be carried out. Any significant faults found must be reported to facility staff on site, segregated and signage erected to advise of the hazard until the fault can be repaired.</li> <li>The building has a fire alarm system with detection and a sprinkler system throughout the premise.</li> <li>Combustible waste will be monitored during the event and disposed of, where required.</li> <li>Where required the fire service/police/ambulance will be summoned on</li> </ul>	2	2	4

		<p>'999'. The alarm will also notify the Risk Management Centre who will summon the fire service.</p> <ul style="list-style-type: none"> <li>Exits are provided which have 'Fire Exit' signage in place.</li> <li>Stewards and Event Manager will communicate over distances using a loud voice.</li> <li>A loud voice would be used to inform public and advise of the actions required.</li> <li>The assembly point is in the main carpark.</li> <li>Emergency access routes must be kept clear for the duration of the event. There must be a minimum of 4m between any temporary structure and existing structure.</li> </ul>			
4	<b>Fire</b> Faulty equipment, inappropriate use, deliberate fire starting. <i>Resulting in tissue damage, smoke inhalation</i>	<ul style="list-style-type: none"> <li>Electrical equipment must have a current Portable Appliance Test.</li> <li>Electrical equipment must be visually inspected prior to use. Where a fault is identified the piece of equipment must not be used.</li> <li>Extinguishers are provided at identified locations throughout the campus and have signage stating the type of extinguisher.</li> <li>A pre-event walk around must be carried out.</li> <li>No smoking promoted with in the campus at all times.</li> <li>There will be fire points around the campus with extinguishers available</li> <li>Where required the fire service will be summoned on '999'. The alarm will also notify the Risk Management Centre who will summon the fire service.</li> <li>Emergency access routes must be kept clear for the duration of the event.</li> <li>All Stewards must attend the briefing in advance of the event.</li> </ul>	3	2	6
5	<b>Illness/injury</b> Caused by sudden Injury or illness <i>Resulting in ill health</i>	<ul style="list-style-type: none"> <li>Stewards will notify the event manager of any existing illnesses or injuries which could impact their ability to carry out their duties prior to the event.</li> <li>Security staff, stewards and event manager will communicate by a loud voice.</li> <li>Three first aiders will be located on site.</li> <li>The First Aid Point will be in the main reception area.</li> <li>Where required further assistance will be summoned on '999'.</li> <li>Incidents will be reported and recorded.</li> </ul>	2	1	2
6	<b>Slips, trips and falls</b> Trip Hazards, Poor surface conditions, poor housekeeping, ice/slippery surface, spills <i>Resulting in bruising, fractures, cuts</i>	<ul style="list-style-type: none"> <li>Cables are covered using cable cover. High viz markings are added to ensure clearly visible, where required.</li> <li>Good housekeeping practices must be practiced.</li> <li>Slip and trip hazards must be reported to facility staff members on site.</li> <li>Spills will be cleaned up as soon as possible with signage and segregation</li> </ul>	2	2	4

		put in place where required <ul style="list-style-type: none"> <li>• A walk around of the event area will be carried out to confirm that the area is safe.</li> <li>• Stewards are advised to wear appropriate footwear and clothing.</li> </ul>			
7	<b>Disorderly conduct</b> Caused by violence and aggression, crowd trouble / public disorder during event, vandalism, persons under the influence of alcohol or illegal substances <i>Resulting in injury, fear and anxiety</i>	<ul style="list-style-type: none"> <li>• There will be staff on site –roving through the event.</li> <li>• There is a strict no drinking policy in place – alcohol is not allowed to be taken into the campus.</li> <li>• Stewards will summon assistance, where required.</li> <li>• Where required, persons will be asked to leave the event.</li> <li>• Police will be summoned on ‘999’, where required.</li> </ul>	1	1	1
8	<b>Extreme Weather</b> Caused by high winds, heavy rain/flooding, equipment striking persons/contractors etc., freezing/slippery surface, low temperatures <i>Resulting in cuts, bruises, head injury, hyperthermia</i>	<ul style="list-style-type: none"> <li>• Weather will be monitored in days leading to the event- refer to Event Management Plan.</li> <li>• In the event of severe winds and heavy rain/flooding/high winds the event cancelled.</li> <li>• Attendees will be notified by word of mouth that the event has been cancelled.</li> <li>• Area evacuated in the event of poor weather- stewards to use loud voice to inform attendees.</li> <li>• If the event has been cancelled a sweep of the building will be undertaken to ensure campus if clear.</li> </ul>	1	1	1
9	<b>Manual Handling</b> Caused by twisting, turning, lifting and lowering <i>Resulting in musculoskeletal injuries</i>	<ul style="list-style-type: none"> <li>• Operatives must not exceed their lifting capacity,</li> <li>• Shared lifting must be practiced where possible – summon assistance where required.</li> <li>• Where practical, use a mechanical lifting aid, e.g. a sack barrow.</li> </ul>	1	2	2
10	<b>Contact with Electricity</b> Caused by faulty or damaged equipment, inappropriate use of equipment, <i>Resulting in electric shock, electrical burns</i>	<ul style="list-style-type: none"> <li>• All equipment must have a current certification, i.e. PAT certificate.</li> <li>• Equipment must have a pre-use visual inspection carried out. Where a fault is found the equipment must not be used until it can be repaired or replaced.</li> <li>• Three first aiders will be present on site.</li> <li>• In the event of a serious medical attention being required, a ‘999’ call for an ambulance will be made</li> </ul>	2	2	4
11	<b>Equipment failure</b> Caused by collapse, faulty equipment, inappropriate use, lack of segregation <i>Resulting in crush injuries, cuts, bruising</i>	<ul style="list-style-type: none"> <li>• Only authorised persons may have access to equipment.</li> <li>• Restricted areas will be locked of monitored by staff.</li> <li>• A pre-use visual inspection must be carried out of equipment. Where a fault is found the equipment must be removed and not used until repaired or replaced.</li> </ul>	1	1	1

12	<b>Hazardous Substances</b> Caused by illegal substances, allergic reactions, needlestick finds <i>Resulting in cross-contamination, anaphylactic shock, blood borne</i>	<ul style="list-style-type: none"> <li>Any suspected illegal substances found will be disposed of by security staff and reported to the police.</li> <li>Stewards and event organisers must wash hands before eating or smoking and once the task has been completed.</li> <li>Only persons who have received instruction will remove any needlesticks found, i.e. facility staff will be contacted.</li> <li>A sharps box must be available on site.</li> <li>Any vendors on site must provide nutritional information to advise of any food allergens.</li> <li>An ambulance will be summoned on '999', where required.</li> </ul>	2	2	4
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ASSESSED BY	Patrick Gascoigne	ASSESSOR(S) SIGNATURE	<i>Patrick Gascoigne</i>
DATE COMPLETED	20 January 2020	REVIEW DATE	20 January 2020

# RISK ASSESSMENT

Definitions which must be understood in order to complete the risk assessment are as follows:

**Hazard:** something with the potential to cause harm to someone or something e.g. an object, activity, situation

**Harm:** injury, ill health, loss or damage.

**Risk:** the chance or likelihood that the harm will occur from a particular hazard.

## Completing the risk assessment

The person carrying out the risk assessment should first identify the hazards and record the control measures **already in place** to manage the risk. Once the controls have been recorded, the risk rating can be calculated by using the risk matrix below i.e. multiplying the likelihood by the severity to reach an overall risk rating.

Where it is identified that the risk is high, **immediate action** is required and additional controls must be put in place as a priority. Where the risk is identified as medium, additional controls will normally be required unless all reasonably practicable control measures have already been put in place. Remedial actions should be assigned to a responsible person and the date of implementation for the additional control measures recorded.

The **second table** on the risk assessment lists any additional control measures which are required to reduce the risk rating further. For example, if you have a high risk rating against a hazard identified in table 1 then you must consider what additional measures can be introduced to reduce the risks.

## RISK RATING MATRIX

<b>HOW TO CALCULATE THE RISK RATING:</b> <b>MULTIPLY</b> the <b>LIKELIHOOD</b> by the <b>SEVERITY</b> e.g. <i>Possible (3) X Significant (3) = Risk Rating of (9)</i> <u><b>MEDIUM RISK</b></u>		Critical / Fatal (5)	Severe (4)	Significant (3)	Marginal (2)	Negligible (1)	Severity Index
Likelihood Index	Highly Probable (5)	25	20	15	10	5	
	Probable (4)	20	16	12	8	4	
	Possible (3)	15	12	9	6	3	
	Unlikely (2)	10	8	6	4	2	
	Very Unlikely (1)	5	4	3	2	1	
<b>LOW RISK (1 – 6)</b>  Continue to monitor as part of review process or where changes occur.		<b>MEDIUM RISK (8 – 15)</b>  Additional control measures may be required.		<b>HIGH RISK (16 – 25)</b>  Risks are not acceptable - immediate further controls are required.			