

# SCOTTISH SCHOOLS PIPE BAND CHAMPIONSHIPS

SUNDAY 8 MARCH 2020

## Event Safety Management Plan

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## **Section 1: Task Statement**

This Plan is to reflect the requirements placed on Scottish Schools Pipe Band Championships Steering Group to follow the guidance set- The Event Safety Guide- The Purple Guide to Health and Safety and Welfare at Music and Other Events.

The plan will outline the immediate response by Scottish Schools Pipe Steering Group to any incident likely to affect spectator safety or disrupt the normal operation of the event based with the William McIlvanney Campus.

The plan has been drafted to take into account of the Emergency Services requirements should they be called to attend any incident on 8 March 2020.

Scottish Schools Pipe Band Championships is a one-day event which 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 Championship will be held indoors at the William McIlvanney Campus. The Championships is for pipe bands, quartets and freestyle groups.

The main car park for the event will be located within the William McIlvanney Campus main car park. Spaces available:

Main car park total of 160 spaces with 7 disabled spaces.

Leisure car park total of 56 spaces with 5 disabled spaces.

## **Section 2: Event Outline**

The outline and objective are as follows:-

- Ensure the safety and security of everyone attending the event;
- Provide the immediate response to any potential attendees' safety risk, and any subsequent action;
- Maintain public order and control in evacuation; and
- Assist and work with the emergency services in their response to any incident.

The event will take place on Sunday 8 March 2020 with a set-up time of 07.00 hrs at which point busses will arrive and set-up will take place between 07.00 hrs and 08.00 hrs. The official start time will be 08.00 hrs and will end at 18.30 hrs.

The event will be pre-advertised by the media.

It is estimated that a maximum of 1000 people will attend. This has been established as the final capacity with a comparison taken from;

- Fitness Suite = 115.82m<sup>2</sup>
- Dance Studio = 214.48m<sup>2</sup>
- Gym Hall = 647.03m<sup>2</sup>
- Gym Hall = 496.99m<sup>2</sup>
- Primary School Gym Hall = 335.48m<sup>2</sup>

Please note that there will not be 1000 persons attending the event at any one time.

In respect to the Scottish Schools Pipe Band Championships, we being the Scottish Schools Pipe Band Championships Steering Group will ensure that control measures are in place which will be actioned and monitored for effectiveness. Stewards will be allocated to each competing school on its arrival, and their role will be to provide assistance to the school throughout the day and ensure that it adheres to the playing timetable. There will be over 80 separate performances spread throughout the day in order to facilitate easy control of the event, and also to help facilitate audience comfort. All stewards will receive regular comfort breaks and lunch will be provided.

### **Section 3: Plan, Aims and Objectives and Site Environment**

The Plan aims to provide a complete event document in order that all of the staff participating at the event will clearly understand both their own roles and how these roles interact with other contributors.

The Plan's main objectives are:

- to provide a successful, safe, enjoyable event
- to consider and plan for possible problems
- to identify trigger points for implementation of emergency procedures

The Event Manager (Patrick Gascoigne) shall ensure that all event staff will maintain a safe system of working:

- all areas will be set out and equipment installed in such a way as to avoid obstruction to exits points;

- equipment will not present unnecessary slip, trip or falls to staff, operators, or to any other users attending the event;
- the event will be kept clean and free from litter and waste or spillage and the venue will return to match existing;
- Unauthorised persons will not have access to any hazardous parts of the event equipment.
- Pipe band equipment will be stored safely away from public areas or in classrooms as determined/advised by the Event Manager - Patrick Gascoigne.

#### **Section 4: Event Management Structure**

- Event Manager – Patrick Gascoigne
  - Roles and responsibilities are for the safety of staff, volunteers and people attending the event, overall coordination of the event, and manage staff and assign their roles and responsibilities for the event control on Sunday 8 March 2020
- Safety Deputy support – Mr Angus Tulloch
  - Assist and take over the Event Manager's roles/responsibilities
  - Confirm details of incident.
  - Notify Event Manager wherever he is by mobile telephone.
  - Notify Emergency services and Event Manager.
  - Notify Volunteer Stewards – immediate attendance at affected location to report back.
  - Log all issues.
  - Brief Event Manager on any incident.
  - Collect information from Volunteer Steward(s) and relay to Event Manager.
  - Carry out Event Manager's Instructions.
  - Constant surveillance of incident.
  - Coordinate evacuation following Event Manager's instructions.
  - Await stand down instructions.
  - Confirm evacuation.
- Stewards Volunteer support- Hugh Young
  - Organise/support/brief/supervise and locate areas. Notification of incident to Event Manager.
  - Get to affected site IMMEDIATELY.

- Do not get involved.
- Contact Event Manager and update on incident – ensure all details of incident are logged.
- Respond to Event Manager Instructions as and when instructed.
- Liaise with the Event Manager on incident.
- Respond to emergency message as required.
- Assist in evacuation of area.

#### Scottish Pipe Band Championships Contacts

Name	Role	Contact details
Patrick Gascoigne	Event Manager	07793 903 828
Angus Tulloch	Deputy Event Manager	07776 332 813
Hugh Young	Steward Volunteer Support	07770 930 765
James Shemilt	Chief Sound Technician	07894 854 189

Please note the venue is clearly defined: refer to Appendix 1 for site plan and layout. Communications will generally be carried out verbally, with mobile 'phones and a dedicated WhatsApp group as back-up.

#### Section 5: Emergency Procedures and Wind Management

Weather monitoring is key to any event as weather conditions can not only make or break an event, but can also be potentially hazardous putting attendees at risk. As a result, all precautions have been taken and controls put in place to ensure that adverse weather can be managed. Lieutenant Colonel Patrick Gascoigne, being the Event Manager, will have been gathering information on weather conditions, either by monitoring the forecast of monitoring conditions onsite, in order that the event can be best prepared for adverse weather conditions

The Event Manager will monitor weather through conventional systems such as BBC Weather and Met Check as these forecasts can offer in depth and accurate information.

Patrick Gascoigne, being the Event Manager, will be supported by Hugh Young who will be in charge of a 20-strong team of stewards carefully selected from the top year of senior pupils from the William McIlvanney Campus. These stewards will receive a briefing the night before the event and will be very

familiar with the layout of the campus, both within and without, and also with all extant emergency safety procedures.

### **Section 6: Evacuation Procedures**

If the Event Manager decides that a controlled evacuation of the site is required then the following procedure will apply;

- Volunteers take positions
- Announcement made by loud voice.
- Everyone advised to leave by nearest safest exit and to locate to Muster Point away from the hazard – a suitable area within the William McIlvanney main car park.

### **Section 7: Event Cancellation**

The Event Manager will take ultimately responsibility for deciding if the event should not go ahead because of any adverse matter and will ensure this is communicated quickly and effectively.

### **Section 8: First Aid**

Three qualified first aiders will be at the event for full duration. The First Aid Point will be set up in a designated area within the main reception area of the William McIlvanney Campus.

### **Section 9: Alcohol management**

No alcohol involved for this event.

### **Section 10: Capacity**

The initial process undertaken to establish capacity is as follows:

- The overall space
- Available viewing area
- Density profile
- Potential capacity

The capacity can therefore be defined as how many people can safely attend the event. There are a number of other control measures in establishing capacity that have to be considered:-

- How people get there
- Queuing times
- Means of escape
- Evacuation time
- Historical data

In calculating capacities guidance has been taken from:

- Green Guide Safety at Sports Grounds

Entry capacity of 1000 can be calculated for this event using the following calculation and taking into consideration the following conditions and assumptions.

The calculated occupant capacity of the premises, or any part thereof, should be determined:

- in areas where fixed seating is provided
  - if individual seats, by the number of such seats, and
  - if bench seats or similar continuous seating, by dividing the total width of such seating by 450 mm;

and;

- In other areas (including standing areas occupied together with fixed seating) by dividing the floor area in m<sup>2</sup> by the relevant occupant load factor given in the table below. Toilets, stairways enclosures and similar areas are excluded;
- In the case of other room or floor not covered in the table below, by the number of persons the room or floor is designed to hold.

The occupant load factor should not normally exceed the factors set in the table below:

Use of room or floor	Occupant load factor (m <sup>2</sup> per person)
Area for standing	0.3
Amusement arcade, assembly hall, bingo hall, club concourse, crush hall, dance hall, venue for pop	0.5

concert and like occasion, queuing area	
Bar	0.3 to 0.5 (depending on the amount of seating and tables provided)
Bowling alley, billiard room	9.3
Conference room, dining room, restaurant	1.0 to 1.5 (depending on the amount of seating and tables provided)
Studio (radio, film, television, recording)	1.4
Common room i.e. a lounge, reading room, staff room, waiting room	1.0

## Exits

Note: This annex is reproduced, with minor amendments, from the Home Office "Guide to Fire Precautions in Place of Entertainment and Like Premises".

### Occupancy calculations – relevant factors

One unit of exit	525 mm
Rate of discharge per minute through one unit	40 persons
Max permissible calculated evacuation time- Class building	2 minutes
Occupant load factor	refer to above table
Floor area in m <sup>2</sup>	
Number of persons= floor area in m <sup>2</sup> ÷ occupant load factor	

With these factors it is possible to calculate the number of units of exit width and subsequently the number and width of exits required for a given number of persons:-

Number of units of exit width	Number of exits
$U = N \div (40 \times T)$	$E = (U \div 4) + 1$
Where :	Where:
N= Number of persons	E= Number of exits or stairs required
T= Time factor in minutes (2 for marquee)	
U= Number of Units required	
Where a decimal of 0.3 or over results, the next Whole number is used.	Where a decimal of 0.75 or over results, the Next whole number is used.



## Occupancy example

Note: This example demonstrates the use of rounding up (or down) as the case may be; it also brings into use the variable occupant load factors for bar areas where seating is provided. The number of people that the halls will accommodate:

- Fitness Suite =  $115.82\text{m}^2 = 231$  people
- Dance Studio =  $214.48\text{m}^2 = 428$  people
- Gym Hall =  $647.03\text{m}^2 = 1617$  people
- Gym Hall =  $496.99\text{m}^2 = 993$  people
- Primary School Gym Hall =  $335.48\text{m}^2 = 670$  people

Total = 3939

**Total occupancy = 1000 for this event at the William McIlvaine Campus.**

The maximum venue capacity of 1000 for the event held at William McIlvanney Campus will not be exceeded- there will not be 1000 within the Campus at any one time.

Note the Campus Car parking spaces totals:

Main car park total of 160 spaces with 7 disabled spaces

Leisure car park total of 56 spaces with 5 disabled spaces

## Section 11: Fire Precautions and Equipment

The Event Manager will ensure that all staff are fully conversant with relevant fire and safety procedures for Scottish Schools Pipe Band Championships - in the event they come across an incident such as a fire they will telephone '999'.

Copy of Fire Risk Assessment Attached.

## Section 12: Communications and Programme

The Event Manager will communicate to the staff on a regular basis.

Due the venue being clearly defined, communications will generally be carried out verbally, with fully charged mobile 'phones as back-up.

Outline Programme 8 March 2020:

07.00 hrs - Gates open for buses and set up  
08.00 hrs - Doors open to attendees  
08.30 hrs - Catering Services opens  
09.00 hrs - Championships start  
13.00 - 13.30 hrs - Staggered lunch break for competitors and adjudicators  
16.45 hrs - Championships finish  
17.00 hrs - Prize-giving  
17.45 hrs - Competitors disperse  
18.30 hrs - Campus closes

### **Section 13: Waste Management**

The event area will be inspected before and after the event and any litter items will be removed.

Additional rubbish bins will be in situ and kept away from combustible items.

### **Section 14: Toilets**

There are toilets within the William McIlvanney Campus – these are available for this event and meet the requirements set below.

Toilets HSE guidelines for toilet numbers:-

Female for events with a gate time of less than 6 hours duration opening- 1 per 100

Female for events with a gate opening time of 6 hours or more, but with little or no alcohol or food served- 1 per 85

Female for events with a gate opening time of 6 hours or more, with alcohol and food served in quantity- 1 per 75

For campsites at major events, swapping the emphasis from urinal to WCs for males- 1 per 75

Male for events with a gate time of less than 6 hours duration opening- 1 per 500- plus 1 urinal per 150

Male for events with a gate opening time of 6 hours or more, but with little or no alcohol or food served- 1 per 425, plus 1 urinal per 125

Male for events with a gate opening time of 6 hours or more, with alcohol and food served in quantity- 1 per 400, plus 1 urinal per 100

For campsites at major events, swapping the emphasis from urinal to WCs for males- 1 per 150, plus 1 urinal per 250.

### **Section 15: Noise Management Policy**

No excessive noise levels are expected to the adjacent properties as the event will commence at 08.00 hrs on Sunday 8 March 2020.

### **Section 16: Catering Requirements (food, drink, water)**

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

VIP guest will be provided with a breakfast and lunch.

If more than tea, coffee and pre-packed foods are being offered at the event, such as hot dogs, then there must be appropriate facilities available for handwashing with a supply of hot water, hand wash and hygienic materials for drying hands. This must be in a suitable location where it can be used effectively by those people handling foods.

All food businesses present should comply with the Health and Safety at Work Act 1974 and the regulations made thereunder, the Food Safety Act 1990 and the regulations made thereunder, in particular regarding adequate provision of hand wash facilities.

Adequate and suitable hand wash facilities should include running hot and cold water or warm water, liquid soap and disposable paper towels. This must be in a suitable location where it can be used effectively by those people handling foods. Cleansing wipes and sanitising gels are not an acceptable substitute for proper hand washing.

## **Section 17: Lost Children**

It is inevitable that, occasionally, children will become separated from their parent/guardian/carer. The undernoted will assist Scottish School Pipe Band Championships Steering Group in protecting children at this event, and should help speed up the reuniting of the child and their party.

Lost children will be taken to main reception hall for collection by a parent/guardian/carer. Parents/guardians/carers will be directed to this area to report any lost children.

### **Where a lost child is found by a member of the event team**

- The Event Manager will:
  - Notify the Police
  - Make an announcement using a loud voice with a description of the child to other attendees
  - Summon a second person to accompany the child to the lost children area using mobile phone
  - Event staff must accompany lost children in pairs
- Event staff will:
  - Contact the Event Manager using mobile phone
  - Speak in a calming manner to collect information from the child and help with anxiety.
  - Event staff will accompany the child to the lost child area where they will wait with two members of the event team.

### **Handover of lost child**

- The Event Manager/event staff must:
  - Confirm this is the person responsible for the lost child
  - Wait for the Police to attend if they are unsure that this is the person responsible for the child

**Note:** Where the Police take control of a situation all event staff will follow the direction provided.

If the child is reluctant to follow the group member they will explain that they are going to look for the person responsible for them – but will try to keep them in sight while they do so. They will not force a child to come with them. If

necessary, they will call for help, or stay with the child until they have been reunited with someone that the child recognises and is willing to be with.

The Scottish Schools Pipe Band Championships event staff will be instructed to avoid situations where they are alone with children, especially anywhere they are unlikely to be seen or heard. This is as much to protect staff from suspicion as to protect children. If they cannot avoid being alone with a child, they will be instructed to take prudent precautions:

- Try to move with the child to a place where there are other people
- Avoid unnecessary physical contact
- If they do have to touch the child, make sure to get their agreement beforehand, and Try not to be over-familiar.

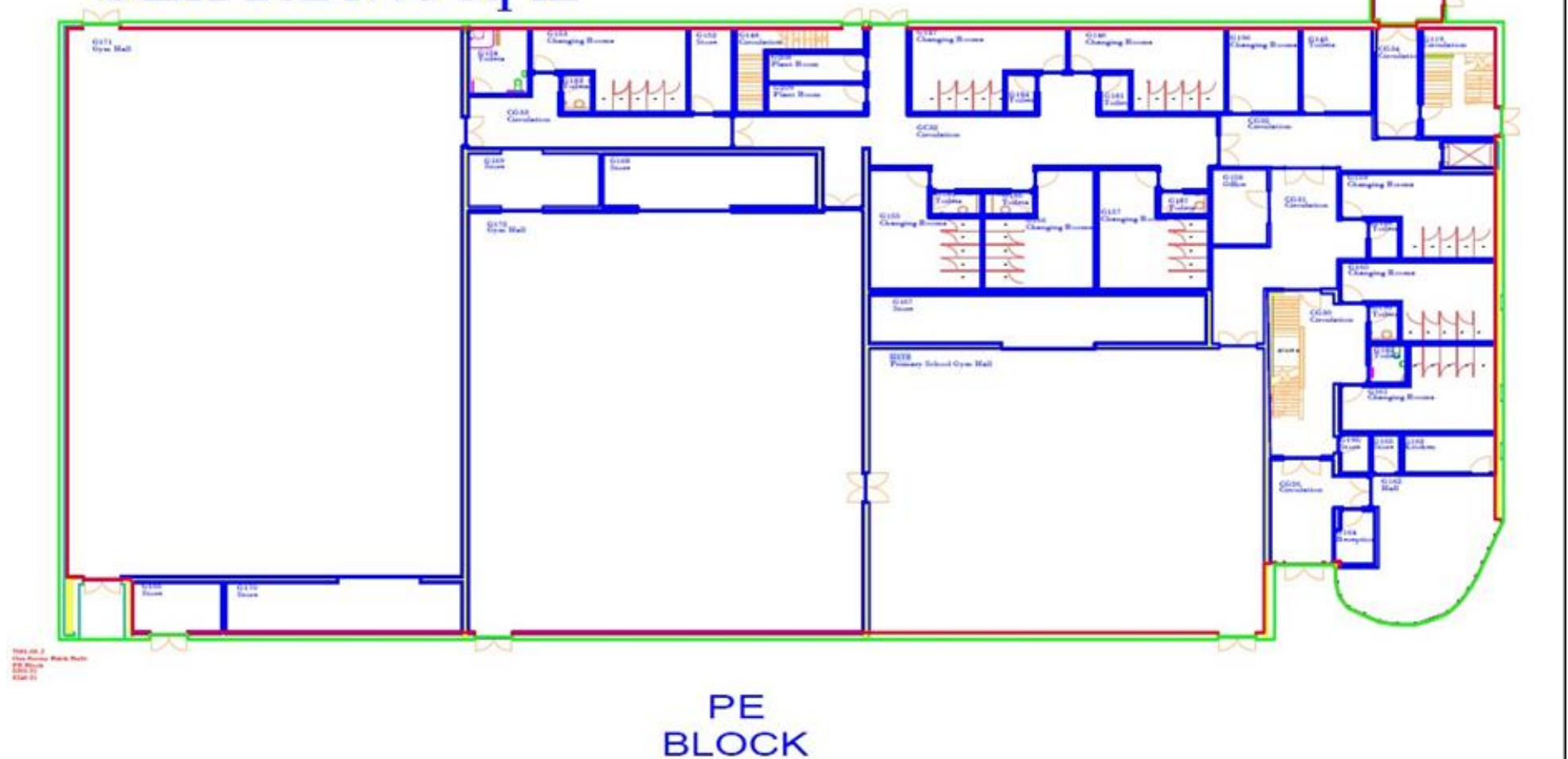
Once the child is at the designated area, Police Scotland and member of staff will ensure that somebody takes responsibility for the child. Before returning to their duties(s), The Event Manager, will inform Police Scotland Officer(s), that they have handed the child over. Whenever staff are not sure about handing the child over, they will be instructed to contact the Event Manager, who will liaise with the Police Scotland who will be present on the day of the event.

## Location Plan

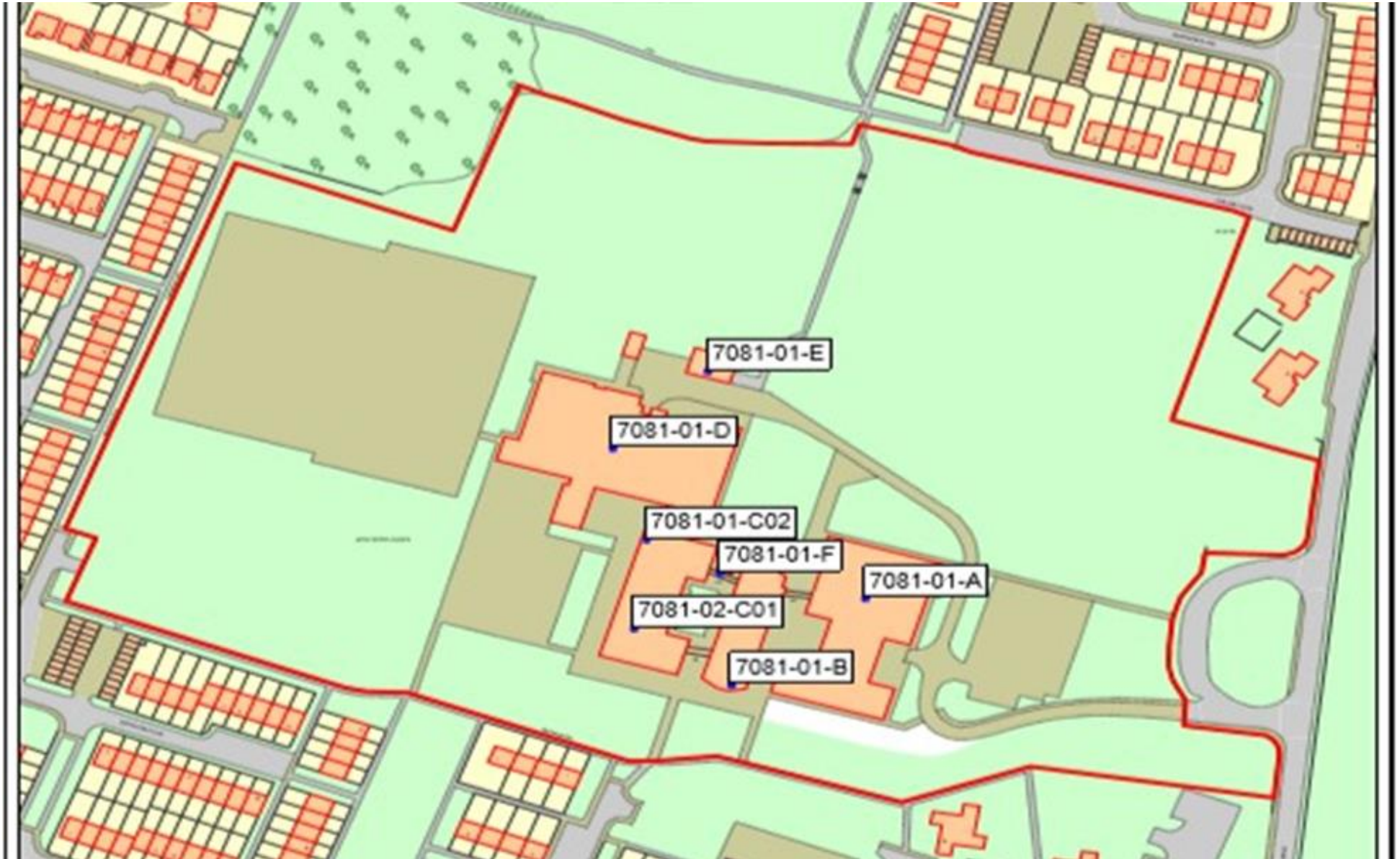
## 7081-03- J (Ground Floor)

GIA 2538.22 sq m

GEA 2624.73 sq m



## Site Layout Plan



## **Appendix 2 – Risk Assessments**

See attached Document

Signed.....Patrick Gascoigne. Date .....20 January 2020.