

EDINBURGH EASTER PLAY 2009

HEALTH AND SAFETY POLICY

Endorsement

This Health and Safety Policy is updated annually by members of the Steering Group of the Edinburgh Easter Play. It was endorsed by the Trustees of the Edinburgh Easter Play and the City of Edinburgh Council on 1 April 2009 as meeting the requirements of current legislation and best practice guidance for an event of this scale and type.

Health and safety has been discussed by the steering group on a regular basis. Policy for the 2005 performance was developed with input from City of Edinburgh Council, Grainger Falconer (ex-Lothian and Borders Police) and with reference to the HSE's "Event Safety Guide", the Independent Street Arts Network's "Safety Guidance for Street Arts, Carnival, Processions and Large-scale Performances", the HSE's "Five Steps to Risk Assessment" and the health and safety policy document for "The Life of Jesus Christ" at the Dundas Castle estate. This policy builds on experience from all previous performances.

Trustees

[list them]

Steering group: list them.

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1. Introduction

The "Edinburgh Easter Play" is being produced under the auspices of the Trustees of the Edinburgh Easter Play. The Trust was established in August 2004 and is a recognised Scottish charity for the sole purpose of overseeing the management and production of the Play. The Play is an historical re-enactment of the events leading up to, and including, the crucifixion and resurrection of Jesus and was first performed on Easter Saturday in 2005. It has also been performed in successive subsequent years. This year, the Play will again take place on Easter Saturday (11 April 2009). The Play is being staged for the benefit of people in Edinburgh, the city's visitors, and it is hoped that it will continue to be a part of the City of Edinburgh Council's annual Easter celebrations.

Overview

The Play will be held in West Edinburgh Gardens. It is a promenade performance in 7 acting areas (i.e. the audience move with the actors as the play progresses around 6 different parts of the Gardens (scenes 6 & 7 are co-located), lasting just over 2 hours. The event is free and un-ticketed. This health and safety policy is designed to ensure that up to 5000 spectators can enjoy the performance safely and to manage numbers in excess of this.

The Gardens are usually open to the public throughout the day (8 a.m. to dusk). The site will be occupied by actors, technical crew and organisers of the Edinburgh Easter Play on Friday 10 April and Saturday 11 April. The Gardens themselves can safely take well in excess of 5000 people and West Edinburgh Gardens North (north of the railway line) will remain open throughout rehearsals and performances. West Edinburgh Gardens South (south of the railway line) will be closed before each performance, but egress will be possible at the end of the performances. This is the only restriction to the public opening of the Gardens during the rehearsals and performances and is necessary for safety reasons. It should be noted that due to the 2009 tram work construction process a number of Garden gates on Edinburgh will not be in service.

After the performance, the Cross will be moved to West Edinburgh Gardens South and remain there until Thursday 16 April. The Cross will be supervised and illuminated from 8pm until midnight so that it can be seen from Edinburgh.

Responsibilities

As Occupier, it is the legal responsibility of the City of Edinburgh Council ("the Council") to ensure that all reasonable steps are taken to ensure that the site is safe. It is the legal responsibility of the Trustees, together with the Council, to ensure that they are satisfied with this policy and that suitable arrangements are in place for the policy to be implemented.

This Health and Safety Policy covers 10 and 11 April 2009 in respect of the performance of the play, and for the evenings (8pm - midnight) of the 11-16 April 2009 for the purposes of the stationary cross. Health and safety policy for any activity undertaken on site outwith these dates is the responsibility of the person or contractor undertaking such activity. On Friday 10 April 2009, the producer will be responsible for ensuring this policy is implemented on-site. On Saturday 11 April 2009, the Chief Steward will share responsibility for ensuring this policy is implemented on-site with the producer.

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The Trustees responsibility is strictly limited to activities undertaken by those acting for or on behalf of the play within the grounds of West Edinburgh Gardens.

Roles

The producer of the play is [insert name]. The following table shows the lines of accountability up to the moment that the production commences on Easter Saturday:

Producer			
Director	Health and Safety coordinator	Media Officer	Site Manager
Stage Manager	Chief Steward		
Crew, cast, Sound, Sound crew, Cross	Stewards Marshals		

Names and contact details for these posts are given at Annex B.

On the performance date, should any safety issues arise, the Chief Steward, on advice from the Safety Coordinator where appropriate, will make any decisions and/or recommendations to the producer as and when the issues arise. Once the performance begins, the Chief Steward will be responsible for health and safety and will make any decisions as and when the issues arise and report to the producer, director, stage manager and safety coordinator as soon as it is possible to do so. The producer, acting on advice from the director, stage manager and safety coordinator will make any "longer term" decisions in relation to an issue which arises not requiring immediate resolution. With the exception of a serious incident (declared by the Chief Steward), only the producer can start or stop the production.

For the purposes of this document, the Company means the Trustees and everyone engaged by them, or on their behalf, to be involved with the Edinburgh Easter Play, including contractors. The Company does not include officials of the City of Edinburgh Council. Persons in the Gardens thus fall into one of the following categories: members of the Company, council officials, audience and other members of the public.

Insurance

The production is covered by Public Liability Insurance provided by Towergate Underwriting Entertainment. The Trustees accept vicarious liability for any action "reasonably" undertaken by the Company, with the exception of contractors who are covered by their own insurance. Each contractor must provide a copy of their insurance to the producer.

Logbook

An accident logbook will be provided and returned to the Safety Coordinator in which all injuries and incidents will be recorded by the Stage Manager. The entries logged will be discussed at the post production debrief. Trustees will be made aware of the entries made and follow up with any change in policy that needs to be implemented for future years

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Familiarisation

The Company will be taken around the site and made familiar with all areas including evacuation routes. The Company will be briefed on this document by the Safety Coordinator and given hard copies of any relevant documentation.

Audience

The audience will comprise adults and children, often in family groups. Experience gained from the 2005-2008 performances and similar productions at Dundas Castle and in England indicate that the audience tends to be very controlled in its movements and attitudes and compliant with instructions. The audience movement during the performance will be controlled by stewards and marshals and led by performers.

Statement

"We, the Steering Group, will endeavour to ensure that at all times this policy document is adhered to by all those involved in the Play. Company members will be informed of the policy and contractors given a copy of the document. We will require each contractor to have their own health and safety policies and test certificates where applicable. The company will do everything reasonably possible to ensure that the event is a safe environment for performers, contractors, workers and the audience. Training will be identified and carried out where necessary. This document sets out our policy and plans accordingly."

**Steering Group
Edinburgh Easter Play**

2. Buildup

Venue for the performance

The performance will take place in 6 acting areas in West Edinburgh Gardens (Acting areas 6 & 7 are co-located); 5 areas in West Edinburgh Gardens (North) commencing in an area to the east of the Ross Theatre to the Ross Fountain, and 1 area in West Edinburgh Gardens (South). It is an open-air promenade performance and the Gardens will be prepared for the flows of people. The site plan at Annex A shows the route of the performance, the location of each acting area and entrances/exits.

Location of acting areas

- 1 Grassy area south of central path and east of Ross Theatre
- 2 Ross Theatre in front of stage
- 3 Grassy area immediately east of Ross Theatre and north of central path
- 4 Grassy area south east of Ross Fountain and south of central path
- 5 North east segment of path around Ross Fountain
- 6/7 Hilltop adjacent to footbridge on south side of West Edinburgh Gardens

NB: There will be no audience moves required between Acting Areas 4 and 5 and 6 and 7. The transition from Acting Areas 4 to 5 will simply involve the audience turning to face the new location, with the exception of the disabled and those following the deaf signing. Separate provision will be made for such groups to be re-positioned.

Entrances/exits

W. Edinburgh Gardens North has 9 entrances which we shall denote as follows (moving clockwise from St Johns Church):

1. St Johns: the stairs immediately to the east of St Johns Church;
2. Castle Street - Closed;
3. Ross Theatre: Closed;
4. Frederick Street: Closed
5. Floral Clock: the entrance by the public toilets opposite the Gallery at the foot of the mound;
6. Floral Clock South: the entrance to the southern Gardens leading from the Floral Clock entrance.
7. Central Footbridge: the entrance over the railway leading from the Castle Esplanade
8. Vehicular access wide bridge (aka Railway Bridge) near to Ross Fountain.
9. St Cuthbert's: the entrance to St Cuthbert's Church from the West end of the Gardens.

Other than the two entrances (7 and 8) connecting to the Gardens North, the Gardens South have three public entrances (and one private entrance) which we shall label:

10. Mound Stairs: the minor entrance on the west side of The Mound;
11. Castle Esplanade: the entrance from the north side of the Castle Esplanade.
12. Castle Base: the entrance to the southern Gardens at the base of the Castle.

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Entrances remaining open

Due to Tram work operations during 2009, only gates 1,5, 8, and 9, to W. Princes St. Gardens will remain open to the public as usual. This year, as in the 2005 performance, the final scene will be staged at the hilltop adjacent to Gate 7 in the Gardens South. The entrances to Edinburgh Gardens South will be kept closed prior to each performance, but be opened to allow egress at the end of each performance.

Disabled access will be available via The Floral Clock and Floral Clock South gates (5 & 6), the King's Stable Road gate (8) and St. Cuthberts Churchyard gate (9). Vehicular access is via the King's Stable Road (8) and this will be used by contractors.

Entrance 12 is Network Rail's access route to the railway. There will be no scheduled access on Saturday 11 April 2009. However, should Network Rail require emergency access during a performance, contingencies will be implemented.

Emergency routes

Emergency vehicles will be able to access the site through the King's Stable Road entrance (8). In the event of an emergency, the audience will be directed by stewards/marshals to appropriate exits. The Chief Steward will be able to direct the opening or closing of any of the entrances as the situation requires.

Performer changing areas

Performers and marshals will use St. John Church for parading and changing. Any costume changes and microphone changes required during the performance will be done in the open-air.

Sound control centres

There will be four sound control centres. The sound control centres are marked on the plan (Annex A) as S1-S4 and will be housed in four temporary buildings (flatpack garden sheds). The crew will erect these on the day prior to the performance and remove them after the performance.

Barriers/signage

The plan (Annex A) shows where barriers will be erected in order to control audience flow and prevent public access to certain performance areas. Barriers will be in the form of either:

- high visibility rope laid on the ground to define boundary of audience or acting area;
- gateleg barriers;
- strategically placed benches; and
- tape barriers consisting of tape at a height of 2-3 feet between posts.

The plan also shows where benches will be removed and temporarily re-located for audience safety and comfort. Coloured warning cones/barriers will be used on the circular path at the Ross Fountain during the time of construction of Pilates Palace. This is the only site where the public pathway runs directly adjacent to a major piece of set and every effort will be made to alert the public to work being undertaken at this area. Tape will indicate that the

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public should walk around the south side of the fountain at this point. Access around the north east side of the fountain will be closed temporarily for the short period when acting is taking place at this scene (estimated at 20mins). A barrier will indicate during this time that the path is closed and marshals will be available at the barriers to explain to and direct the public.

Set design/construction

The Company and contractors will adhere to the following rules for set design and construction:

- The assembly of any temporary structures will be carried out in accordance with the plans, calculations and specifications drawn up by the contractor and under their supervision.
- Temporary structures should be erected from the ground or a suitable stable platform. If it cannot be built except by climbing the framework as it is assembled, the contractor should take this into consideration when creating their own risk assessment.
- All components should be examined during assembly and replaced where necessary.
- Particular attention should be given to fastenings and connections. It is essential to provide suitable covering for bolts and fittings which may project into audience areas.
- Attention should be paid to earthing where applicable.
- Where guying is used, care should be taken to ensure that the guys and their anchors do not cause an obstruction. All stakes or anchors should be covered so that they do not create a tripping hazard.
- All structures must be "weatherproof", designed to withstand wind and precipitation up to the level of severity at which the Gardens would otherwise be closed to the public for safety reasons.
- The ground on which any structure is to be assembled must be checked for potential flooding and drainage in order to prevent the structure collapsing following heavy rain.
- All structures must be designed to minimise the risk of fire by taking due account of the proximity of other structures and vegetation and the proximity of fire extinguishing equipment.
- All structures must be able to take the required load safely.
- For *safety reasons*, any structure which places any member of the cast at a distance exceeding 600 millimetres above ground level must have a handrail or handhold to prevent a fall. (The cross will provide hand-holds for the character playing Jesus.) For *insurance reasons*, no person is to work at a distance exceeding three metres above ground level.
- All contractors will complete a risk assessment in relation to any structure for whose assembly they are responsible. Risk assessments will be provided to the Safety Coordinator prior to the contractor entering the site.
- All contractors are responsible for making sure that any necessary documentation (test certificates, certificate of completion) are prepared and received by the Safety Coordinator.
- The Safety Coordinator is responsible for making sure that all performance areas are checked (by appropriate persons) for damage before and after the dress rehearsal and the performance.

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- All contractors are responsible for being aware of their legal duties in respect of the health and safety of their workers and others affected by the work and are adequately insured.

Sound design

The sound contractor is responsible for:

- complying with guidance given in Chapters 10 and 16 of the "Event Safety Guide" (HSE, 1999);
- monitoring noise levels during the technical rehearsal to ensure that they are reasonable for nearby businesses and residences;
- completing a risk assessment;
- being able to produce documentation (test certificates, certificate of completion) to the Safety Coordinator on demand; and
- being aware of their legal responsibilities for their workers and others affected by their work and being adequately insured.

Accessibility

Due to the nature of the performance (being a promenade during which most of the audience will be standing up/walking), we do not anticipate a large number of persons with special needs in the audience. However, the stewards and marshals will take all reasonable action to ensure that such persons get as much benefit from the performance as is possible given the constraints of their need and the performance landscape. Providing their other duties allow, stewards and marshals will try to assist those with mobility difficulties to follow the performance and secure a good viewing position.

The Company does not accept responsibility for any person causing damage or injury to themselves or others through the use of equipment designed to assist mobility (e.g. wheelchairs, crutches) or as a result of any sensory impairment. The audience will, at all times, remain on ground which would otherwise be accessible to them (being in a public park) and the audience should exercise the same degree of care and caution as they would exercise in that place at any other time.

Stewards and marshals will, as far as circumstances allow, indicate to the stage manager the presence of any signers for the deaf in the audience so that the cast is aware.

Child protection policy

A policy exists for the whole project and it is the responsibility of the Child Protection Officer to communicate this policy to the Company and contractors. (See chapter 4.)

Contractors

Each contractor working on site should have a Health and Safety Policy which must be made available to the Safety Coordinator on demand. Similarly, plans, calculations, test certificates and insurance information must be produced on demand to the Safety Coordinator. The Safety Coordinator reserves the right to issue rules in relation to site safety to the Company and contractors at any time.

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Media

Any media present will be coordinated by the Media Officer. All media decisions are taken by the Media Officer following consultation with the Producer and Director. The Media Officer is responsible for:

- coordinating interviews and photo shoots, including briefing the relevant personnel;
- seeking permission for any filming from the producer, director and relevant performers;
- informing the safety coordinator, stage manager, Chief Steward and performers of filming times and requirements;
- briefing any media allowed on site of safety requirements; and
- should the Chief Steward declare a serious incident, following instructions from the producer and Chief Steward about what information should be communicated to the media and how.

3. Load in

Early Preparations

As stated in chapter 1, this document covers only 10-16 April 2009. Works prior to those dates are not covered by this document. On Friday 10 April and Saturday 11 April 2009, the Cross will be mounted on a permanent base at acting area 6 and 7. (It may be necessary to test the Cross assembly either on site or elsewhere prior to the Technical Rehearsal.) After the performance, the Cross will remain in situ in the Gardens South. After 5 days, the Cross will be removed from the Gardens. The work plan is shown below:

Timetable for Technical Rehearsal

Friday 10 April 2009	
8:00	Gardens open
8:00	Council check site for damage (photograph as necessary)
8:00	Sound crew arrive
8:00	Marshals arrive and report to Chief Steward at Ross Theatre
9:00	Movement of benches by crew and Council staff
9:00-12:00	Assembly of Cross and supporting infrastructure
9:00-13:00	Setting up sound equipment and flatpack sheds
11:00	Lunch for marshals
12:00	Cross scene rehearsal starts
12:00	Sound checks
13:00	Cross scene rehearsal ends
13:00	Lunch
14:00	Marshals changeover (first shift ends and second shift begins)
14:00	Malcolm Kennedy's inspection
14:00	Technical rehearsal (not in costume except for lead actor)
15:00	Hot drinks for marshals
17:00	Rehearsal ends
	Check site for damage with Council
18:00	Site cleared of props
18:00	Pizza for marshals

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18:00	Rehearsal debrief starts
19:00	Rehearsal debrief ends
20:00	Gardens close
20:00-00:00	Steward/marshals on site
00:00-0800	Security guards on site

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TIMETABLE FOR PERFORMANCE

Saturday 11 April 2009	
8:00	Gardens open
8:00	Marshals arrive (equipment teams)
8:00	Cross reassembled
9:00	Marshals arrive (audience teams)
9:00	Props delivered to site and dispersed to performance areas
9:00	Council safety inspection
09:00	First aiders arrive
10:20	Final health and safety check (e.g. windspeed etc)
10:20	Pre-performance sweep (security)
10:35	1st performance starts
11:00	Hot drinks for marshals
12:00	2 nd performance marshals arrive
13:00	Lunch for marshals (1 st performance)
13:00	Marshals arrive (gate teams)
13:00	Lunch for marshals (second sitting)
13:30	Lunch ends
	Installation of barriers
14:20	Final health and safety check (e.g. windspeed etc)
14:20	Pre-performance sweep (security)
14:35	2 nd performance commences (see chapter 4)

Coordination

The above timetable has been agreed with the Council. In particular, 10:35 & 14:35 starts to the performances have been agreed. (The start times will be advertised as 10:30 & 14:30, but a five-minute grace period has been built-in to allow the audience to settle.) It is the responsibility of any contractor employed to ensure adherence to safe working practices and to report progress to the producer.

Set

The set for this production includes the erection of Pilate's Palace at the Ross Fountain. However, maximum use will be made of the setting, fixtures and fittings already present in the garden. The principal items in the set will be the installation of a wooden cross and supporting infrastructure and Pilate's Palace (details to be added when available. The Cross will be secured via a hinged base to a concrete floor. During the performance, the Cross will be raised from horizontal to vertical with the actor playing Jesus attached to it. The wooden cross itself is 3.8 metres high from base to top with a foot rest at 1.35 metres from the base and the horizontal crosspiece at 2.85 metres from the base. The structure will be strong enough to support the weight of a man and to withstand the elements whilst remaining in a vertical position for five days following the performance.

Prior to the 1st performance on the Saturday, all relevant structures will be checked by the Council Safety Licensing Officer who grants the Performing Licence. A separate rehearsal

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will take place during the Technical Rehearsal in relation to the Cross scene. All relevant contractors are required to be present for the technical rehearsal on Friday and both performances on Saturday.

All fabric material used in the set construction has been sprayed and treated with fire retardant.

The set will be designed to withstand windspeeds up to those beyond which the Gardens would otherwise be closed to the public for safety reasons (e.g. because of falling branches). The Cross has been designed to withstand a 120 mph gust lasting for 3 seconds.

Sound

The Sound contractor will ensure that all cabling is safe (dug in, cable mats over where the public cross, or protected by hazard tape) and set up in advance of the dress/technical rehearsal. Sound checks will be performed prior to the dress/technical rehearsal. The Sound contractor will discuss sound levels and music with the producer and director and agreement will be reached prior to the technical rehearsal, following advice from the Council.

Props

The stage manager will be responsible for ensuring the delivery of props to the site on the Saturday morning and the distribution of props prior to the 1st performance. The stage manager is responsible for ensuring that the props are safe for the performers to use and that any armour or weaponry is not left unattended and is removed from the site after the performance. Swords will be used by Roman soldiers and particular care will be taken to make sure that they are supervised or locked away at all times.

Costumes

Costumes should be completed at least two weeks before the dress/technical rehearsal to allow the cast time to get used to wearing the costumes. Members of the cast are responsible for reporting to the wardrobe mistress any difficulties or discomfort caused by the costumes, especially in relation to outdoor use, in good time before the day of the performance. Members of the cast are responsible for returning the costumes to this area following the performance.

The wardrobe mistress will ensure that costumes are delivered to the changing areas in St Johns Church in time for the dress rehearsal.

Dress/Technical rehearsal

Performers should be at the dress/technical rehearsal unless specifically advised. Members of the cast are responsible for returning the costumes to this area following the performance.

The Chief Steward will arrange for a number of marshals to be available during the dress/technical rehearsal on the Friday in case it attracts a significant audience or following.

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If the weather does not permit the dress/technical rehearsal to take place (either because it is unsafe or would damage the sound equipment, e.g. driving rain), the performances will progress without a dress/technical rehearsal.

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4. Show

The Company will be briefed on safety and security arrangements by the safety coordinator or Chief Steward either verbally or in writing. No valuables are to be brought on site but, if so, they remain the responsibility of the individual: the Company accepts no responsibility for any damage to personal property or loss of valuables.

Edinburgh Gardens is subject to the bylaws made by the City of Edinburgh Council and these continue to apply to the Company and audience, with the exception of those necessarily affected by the performance, listed below. For example, the bylaws forbidding the consumption of alcohol in the Gardens continue to apply.

Bylaw

Sensitivity around using the war memorials at acting area 4

NOTE: not using War Memorial in 2009

Exception

The British Legion have approved using the war memorial as a backdrop.

Pre-show checks

The **Stage Manager** ensures that:

- they have checked in with the director;
- all registers have been collated; and
- security arrangements are communicated to the cast, sound, props, costumes and crew.

The **Chief Steward**:

- checks in with the producer;
- reallocates any stewarding duties in response to circumstance;
- briefs the stewards and marshals;
- checks the site for any potential hazards; and
- ensures stewards check that fire extinguishers are working and charged.

Stewards and marshals must ensure:

- that they have checked in with the Chief Steward;
- that they know and understand which team they are in and to whom they report;
- they have familiarised themselves with the event arena and infrastructure;
- they have familiarised themselves with search procedures;
- they know where the exits are;
- fire equipment is checked;
- all barriers and signage are in place;
- they are ready to help audience members on arrival; and
- they are aware of emergency procedures.

(see also Annex D)

Sound personnel must ensure:

- they have checked in with the stage manager;
- the system is fully operational;
- a sound check has been done;
- safety equipment is in place; and

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- necessary arrangements for switching microphones between cast members are in place.

Props/Set personnel must ensure:

- they have checked in with the stage manager;
- all props that need to be pre-set are in place;
- the set is fully functional and safe;
- the cross equipment is fully functional and safe; and
- safety equipment is in place.

Performers must ensure:

- they have checked in with the stage manager;
- all personal props have been pre-set;
- those involved with the cross acting area have checked the equipment; and
- costumes are all ready.

Control of Crowd Numbers

As stated in chapter 1, this Health and Safety Policy is designed to ensure that up to 5000 spectators can enjoy the performance safely and to manage numbers in excess of this. In chapter 2, the 12 public entrances to W. Princes St. Gardens were identified, 2 of which provide external access to W. Princes St. Gardens North, 3 of which provide external access to W. Princes St. Gardens South and 3 of which (Floral Clock South (6), and Central Footbridge (7) & Railway Bridge (8)) provide connecting access. Only the Gardens North will remain open throughout the day of the performance (using entrances stated earlier).

W. Princes St. Gardens can safely take well in excess of 5000 people. However, limitations to lines of sight at ground level and the attenuation of sound over distance limits the number of people who could reasonably follow the play to around 5000.

Our intention is that W. Princes St. Gardens North will remain open to the public throughout the performance, with the exception of acting areas when in use and some adjacent areas for safety reasons. (The acting areas and other areas which will require restricted access are shown on the site plan at Annex A.) We expect that W. Princes St. Gardens North will contain people actively following the play (the "audience") and others not engaged with the play using the Gardens as they would on any other Saturday.

There are two issues in relation to control of crowd numbers: the number of people in the Gardens as a whole; and the size of the audience for the play. The Chief Steward's remit covers both issues since the number of people in the Gardens is only likely to be an issue because of the play and since both have implications for the safety of the audience (his primary concern).

The most significant factor in determining the numbers of people in the Gardens at the time of the play will be the weather. This applies to both the audience and others present in the Gardens. The next most significant factor is the appeal of the play itself. Since the play is free and no tickets are issued in advance of the performance, it is difficult to be precise about audience numbers. In 2005, the first year of the performance, the weather was cold and miserable (grey skies, mist, light drizzle, cold but no wind) but the performance still attracted

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around 3-4000 people at peak. It is estimated that around 2000 people followed the performance from start to finish with others watching for may be an hour or so at various points along the way. In 2006/7, with better weather and lighting conditions, the play again attracted a large crowd, estimated to be close to 4500 at its peak. Whilst the estimated numbers were close to the 5000 set limit, the safety and crowd control arrangements were found to be more than adequate to the task. In 2008 the audience was estimated at 2000 with no safety issues. The weather was not as favourable as 2007 which is likely to have contributed to the reduction in audience numbers.

The numbers attending previous performances give a guideline as to the number of people that might be expected in future years. The success of these previous performances (not least in theatrical and safety aspects) may encourage people to return to watch the play this year (especially given the new script), and the widespread publicity that has been generated may encourage new people to attend also. Nevertheless, there may be a significant number who, having seen the performance in previous years, do not feel it necessary to come again.

As in previous years, it is not intended to conduct detailed counts of people entering and leaving the Gardens in order to determine at any given time the number of people in the Gardens. The Chief Steward will estimate the crowd numbers and monitor the overall crowd density in the Gardens in accordance with safety advice detailed in the Purple Guide.

People are likely to be attracted to the event by the sound which is likely to be audible from Edinburgh. People are likely to be deterred by large numbers which will limit visibility.

Location of final acting area

The location of the final acting area was changed between the 2005 and 2006 performances from Gardens South in 2005 to the grassy area adjacent to the railway, east of the Ross Theatre, in 2006. The move was necessitated by the large audience size and the consequent very slow flow rate of pedestrians over the central footbridge to the final scene that occurred in 2005. Although some dramatic effect had to be sacrificed by switching the last acting area to its location near the railway in 2006, it was felt that the benefits in reducing the time taken for the audience to move between scenes and the reduction of risks to audience health and safety far outweighed the negatives. However, in 2009, use of the wider vehicular bridge (Railway Bridge) near to the Ross Fountain will maintain audience safety and increase pedestrian flow to the final scene in the Gardens South. As a result, the location of the final acting area for the 2009 performances will revert to the 2005 location (Acting Areas 6 and 7).

Chief Steward and Crowd Numbers

From his arrival on the morning of the performance, the Chief Steward will be monitoring the number of people in the Gardens. He will also be liaising with the Council Safety Licensing Officer. The Chief Steward will be responsible for crowd management in the Gardens throughout the day of the performance. Significant numbers of people could be attracted to the dress rehearsal on the morning of the performance.

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The Chief Steward must indicate to the producer that he is satisfied that the performance may commence safely before the producer has authority commence the performance. (The producer and director will agree between them as to how the performance begins.)

The Chief Steward will be responsible for ensuring that the numbers of persons in the park and with the play are not causing safety concerns. The Chief Steward will not authorise the commencement of the play if he has concerns about audience numbers until he has taken such action as he deems necessary to allay those concerns.

The Chief Steward has the following options available to deal with excessive numbers of people in the park or following the play:

- instructing stewards or marshals to close entrances to the park or to treat them as exits only;
- instructing marshals to discourage further persons from joining the audience;
- instructing stewards/marshals, without interruption to the performance, to require, on the grounds of safety, persons to leave West Edinburgh Gardens;
- alerting the police detail on duty and request their assistance to facilitate the above action;
- requiring the producer to interrupt the play to make a public safety announcement to ask a certain specified group of persons to disperse (e.g. all those people standing behind a line of marshals) to places of safety, and/or exit West Edinburgh Gardens;
- declaring a serious incident and requiring the audience to disperse (this would be where there was a significant risk of persons getting crushed by sheer force of numbers) by all available exits in a controlled, safe and expeditious manner.

Stewarding

Stewarding will be undertaken by a group of approximately 60 people comprising a Chief Steward, Deputy Chief Steward and four stewards, who are all off-duty, or recently retired, police officers, and approximately 55 volunteer marshals. Apart from the Chief Steward, the marshals are divided into five teams A-E, each with different duties and each headed by a steward. A full chronology for the performance day is at Annex F. The outline timetable for each team on the performance day is at Annex G.

Stewards and marshals will communicate via two-way radios. A two-way radio will be issued to the Chief Steward, Deputy Chief Steward, Safety Coordinator, each of the four stewards, and marshals in strategic positions (e.g. Gates). Other marshals will be able to communicate through one of these persons without difficulty since they will be dispersed throughout the Gardens. The Council Public Safety Officers (and each pair of first aiders) will also have a two-way radio each.

The two-way radio system will operate on at least two channels: one channel will be reserved for the stewarding teams and another channel used for production (primarily by the stage manager). The producer and director will wish to switch between channels depending on the nature of their communication.

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First aid

Pages 131-134 of the Event Safety Guide set out how the first aid requirements for an event depend on the characteristics of that event. The parameters for this event are set out below and have been used to calculate the first aid requirements.

Item	Best match
Nature of event	Classical performance
Venue	Outdoor in confined location
Standing/seating	Standing
Audience profile	Full mix, in family groups
Past history	Good data, low casualty rate previously
Expected numbers	< 10,000
Expected queuing	< 4 hours
Time of year	Spring
Proximity to definitive care	< 30 minutes by road
Profile of definitive care	Choice of A&E departments
Additional hazards	None
Additional on-site facilities	None
Total score	23 (21-25, requiring 1 ambulance and six first aiders)

In line with HSE guidance, we will provide **six** first aiders (on the basis of 6000 people attending) at a first aid point (**ambulance**) located immediately west of the Ross Theatre. **This is marked FA on the site plan (Annex A)**. The company will be made aware by the Safety Coordinator of the location of the first aid facilities. The Safety Coordinator will make sure that first aid personnel know where the main acting areas are prior to the performance.

Access for emergency service vehicles, should they be required, will be through the King's Stable Road entrance.

Audience comfort

Directions: signage will be kept to a minimum as stewards, marshals and barriers will make the start and the progression of the performance obvious.

Toilets: public toilet facilities are available at the foot of the Mound. Additionally, the toilets to the rear of the Ross Theatre will be opened specially on the performance day (they do not normally open until May). Stewards and marshals will be able to direct members of the public to the nearest public facilities.

Food/water: hot coffee and tea will be available for the Company in the Ross Theatre, making use of power points in that building. Lunch will be provided for the Company in St John's church hall. No food/water outlets will be provided for the public, although emergency water will be available at the first aid / information point. The usual concessions by the fountain are expected to be selling food and drink and the stores on Edinburgh are readily accessible for the purchase of food and drink. The first aid point will also be able to provide water for medical reasons (e.g. dehydration or to take medication).

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Information: any messages for the company will be relayed via stewards or marshals to the stage manager who will pass it on to the relevant person at an appropriate time.

Lost property: will be collected during and after the performance by stewards and marshals and stored at the first aid point. Unclaimed property of value exceeding £10 after the performance will be taken to the West End police station. Other items will be disposed of as the Company sees fit.

Lost children: lost people/children will be escorted by stewards or marshals to the first aid point/vehicle [which will be marked on plans]. Persons manning the first aid point will have passed the relevant security checks for looking after children.

Waste: the performance should not generate much additional litter, other than by sheer numbers of people. There will be no retail activity related to the performance and the crowd is a compliant one. However, programmes will be available from the welcome team and some of these may be discarded inappropriately. We will not use inserts in our programme to help minimise any potential problem. Marshals will go over the area for litter and lost property after the performance. Litter will be disposed of in the bins normally available. The first aiders will dispose of first aid waste.

Poor weather: no special provision is being made for audience shelter. See chapter 6 for contingency plans in the event of bad weather, including responsibilities in respect of deciding whether to cancel/end the performance. Members of the public are free to leave the performance at any time and seek shelter in any of the shops, restaurants etc nearby rendering special provision unnecessary. Members of the cast who are not "on stage" can seek shelter in the Ross Theatre. Members of the cast who are "on stage" will have to endure inclement weather unless a contingency plan has been invoked.

Transport management

Audience. It is expected that the audience will arrive by public transport or park their cars in the NCP car park on King's Stable Road. No special provision will be made for audience transport. If the Company become aware of coach parties attending the event, the Council will be notified and a request would be made for places to be reserved on Johnston Terrace.

Contractors will have vehicular access to the site and parking will be reserved for them on the hardstanding immediately outside the King's Stable Road entrance (marked CP1 on the plan).

Company. Six parking spaces will be available for the Company at St Cuthbert's Church (marked CP2 on the plan). These will be reserved for the Producer, Director, lead actor, Stage Manager and those bringing or ferrying heavy or large loads. The rest of the Company will be expected to make their own arrangements.

Access to Gardens. Vehicles carrying large numbers of costumes and/or bulky props will also be allowed on site. Members of the cast bringing their own costume will not have vehicular access. The marshal at the King's Stable Road entrance will request identification from vehicles wishing to enter the site.

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Fire precautions

Places at risk of fire: Fire could break out anywhere but specific risk areas include: wooden structures, electrical appliances (e.g. sound equipment) and vehicles. The petrol driven generator, which will power the illumination of the cross after the performance (see chapter 5), is also a fire hazard (not in use for 2009).

An automatic fire alarm (AFA) system is operational at the Ross Theatre. Should there be an activation, the Fire and Rescue Service will be summoned and details of the AFA activation provided. Any further action at the Ross Theatre will only be taken in accordance with fire safety procedures. The Chief Steward will be notified at the earliest opportunity and assume overall responsibility for any incident until the arrival of the Fire and Rescue Service.

Evacuation: if a fire starts in an acting area, an actor (appointed for that purpose by the stage manager) will stop the show by making an announcement to the audience to the effect, "Ladies and gentlemen, we are stopping the show due to an incident. The stewards will direct you to your nearest exit and we will keep you informed. We ask that you please leave the acting area." In this instance, the Chief Steward must declare a serious incident. The stewards will then evacuate the site according to the serious incident plan (see chapter 6).

Otherwise, if anyone in the company notices a fire or has a fire drawn to their attention by a member of the audience, they are required to inform a steward or marshal who will inform the Chief Steward and take action to put out the fire *if it is safe to do so*. Stewards, marshals and contractor personnel will be trained in the use of fire extinguishing equipment.

If a fire breaks out in the audience area, the steward or marshal will alert the Chief Steward to this fact by using the coded message "Mr Barking is in the house". The Chief Steward will then give, or arrange to be given, the necessary instructions to evacuate the audience.

Extinguishing equipment: the following firefighting equipment will be available:

- a carbon dioxide or dry powder fire extinguisher and a fire blanket at each of the three sound control centres;
- a fire blanket at the first aid / information point; and
- a dry powder fire extinguisher at the generator shed.

Additionally, two water fire extinguishers and a fire blanket will be available in the Ross Theatre.

Special needs: the stewards and marshals will look out for those with special needs and, provided that it does not jeopardise their own safety, make every effort to assist them in moving to a place of safety. Stewards and marshals will also make sure that people with special needs do not cause an obstruction to others during an evacuation.

Escape routes: W. Princes St. Gardens has many gates and stewards and marshals will direct people to the most appropriate exit taking account of where the fire is and the distance to, and accessibility of, the exits. The Chief Steward may direct that certain gates are opened or closed to facilitate the evacuation process.

Fire proofing: No live flames will be used at any point in the performance. Any cloth being used as set dressing, and all costumes, will be flame proofed using a retardant.

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Smoking policy: no member of the company is permitted to smoke on site.

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CHILD PROTECTION POLICY

Guidelines for the Health and Safety
of Young Persons (0-16vrs)

- The Child Protection Policy is co-ordinated and overseen by the Child Coordinator and is for the protection of both cast and audience alike.
- The Director and anyone having direct contact with children must be PVG checked.
- Child protection policy applies to all children who are 16 and below. The Princes St Easter Play Trust reserves the right to apply the child protection to any individual between the ages of 16-19 whom they feel it is in the best interest of the individual to be under the protection of the policy. Should this apply, the individual and the parents will be informed.

These guidelines are intended for use during the production of 'The Princes St Easter Play' but apply anywhere where young persons are playing or learning. They apply to situations where an activity runs for more than two hours per day for six or more days of the year.(Children Act-1989). There will be a briefing on child protection for adults pre-production. 1. Rehearsals in Dundas Marquee

- i) Any child attending rehearsal will be registered by the Child Protection Co-ordinator who will take contact details plus any medical condition notes.
- ii) Children under 16 should have a complete permission form completed with notes of address; contacts; medical conditions; who will deliver and collect the child at rehearsals. Children should leave with the adult as specified on their registration form. The children's co-ordinator is responsible for familiarizing and being able to recognize the named adults who are registered on the forms.
- iii) Children must remain in the main rehearsal hall unless specified that they attend smaller group rehearsals in alternative room. If a smaller group rehearsal required 2 adults who are police checked should be present. No child should be alone in a room or vehicle with an adult.
- iv) The taking of photographs at rehearsals using camera or mobile phone is prohibited.
On arriving and leaving the rehearsal premises children should register with the childrens co-ordinator. Children should leave with an adult specified on their registration form. The childrens co-ordinator is responsible for familiarising themselves and being able to recognised with the named adults.
- v) "Helpers" who may be in sole charge of children must be nominated and approved (PVG checked) by children's co-ordinator

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2. Specific requirements for rehearsals in West Princes St Gardens

During rehearsals and the performance the gardens remain open to the public. It is of particular importance that the rules of where children are located be strictly adhered to.

Children will be briefed on safety onsite

It is the responsibility of all cast adults to be vigilant to any member of the public inappropriately approaching a child cast member during rehearsals or performance. Should a child be approached inappropriately, then the adult cast member should aim to remove the child from the situation as quickly as possible, avoiding physical contact and report the incident to the child protection officer for the production. If it is not possible to remove the child from the situation then the adult should aim to remain with the child to provide support.

i) Parents are responsible for registering their children with the childrens co-ordinator on site in the gardens for the rehearsals.

ii) Children should be informed of the “stage locations” and parents. Children should remain within 20 feet of the perimeter of the stage location and on which they are rehearsing and at all times remain within site of the childrens co-ordinator. When not rehearsing the children’s co-ordinator should make it clear to children where they should be and this area should also be within sight of the childrens co-ordinator.

iii) Changing facilities for children will be a room set aside for children only. Adults allowed into this room are the Childrens Co-ordinator, Director, Costume Mistress, Producer, Stage manager or parents of the children only

iv) Parents are responsible for providing warm clothing to go under costumes and a change of clothing for after the performance.

3 The Performance

Children will be briefed on the day of the performance on the need to.

- Remain within the changing area prior to the performance
- To inform the childrens co-ordinator if they need to leave this area for any reason.
- To only change into their costumes in the designated area
- Remain with their allocated adult cast member during transition and crowd scenes
- Avoid any conversation with members of the public before during and after the performance
- Report any incident to the childrens co-ordinator that makes child feel uncomfortable.
- To know where to report if they are lost
- To report to the Childrens Co-ordinator with their parent/guardian that they are leaving the production site at the end of the production.

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Photograph policy.

Photographs in the adult and child changing areas is strictly forbidden.

Mass duplication, selling or displaying of photographs of children on websites/blogsites/mobile photos by volunteers without the permission of the Princes St Easter Play Trust is not allowed. Any volunteer found doing this will be asked to leave the project. All volunteers should be vigilant about this happening and inform Director, Producer, of Chair of Trustees if they feel images of children are being inappropriately taken or displayed.

Summary of good practice for paid and voluntary members

It is the responsibility of each person within the cast and production team of 'The Life of Jesus Christ' to prevent the physical, sexual or emotional abuse of children and young people.

You must....

- treat all children and young people with respect
- provide an example of good conduct you wish others to follow
- ensure that wherever possible, there is more than one adult present during rehearsals/performances/activities with children or young people, or at least you are within sight or hearing of others
- respect a young person's rights to personal privacy
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- remember that someone else may misinterpret your actions, no matter how well intentioned they may be
- be aware that even caring physical contact with a child or young person may be misinterpreted
- recognise that special caution is required in moments when you are discussing sensitive issues with children or young people
- operate within the code of Good Practice outlined above
- check the Child Protection Code of Good Practice with the Child Protection Co-

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ordinator

You must not

- have inappropriate physical or verbal contact with children or young people
- allow yourself to be drawn into inappropriate attention-seeking behaviour
- make suggestive/derogatory remarks or gestures in front of children or young people
- jump to conclusions about others without checking facts

Children of differing ages

Site helpers should be aware that different age groups demand different levels of supervision.

Children with Special Needs

- children with Special Needs must always be accompanied by a responsible adult(parent/relative/friend, S.A., Nurse)
- their difficulties should be specified on the booking form and the site helpers given a list prior to the performance

Lost Children

- There is a clearly advertised collection point for lost children with fully briefed site helpers. Ensure that children are not left in the care of a single worker. In some circumstances it may be necessary to make an announcement over the P.A. system taking care not to refer to children specifically or giving personal details, descriptions or names
- If a child is reluctant to go with a parent or collecting adult, seek a second opinion. The parent's or guardian's signature or proof of identity should also be obtained.

The parental consent form, which makes clear the parent/guardian's duty in respect of their child and giving permission in respect of photography, is attached at Annex H.

5. Load-out/break down

Timetable

17:15	Post-performance sweep (litter etc)
17:15	Cross moved into final position in the Gardens South and safely secured
17:30	Removal of tape barriers
17:30	Restoration of benches to normal positions [again, by whom?]
20:00	Site vacated
20:00	Gardens close

Daylight hours

With the exception of illuminating the cross after the performance has completed, artificial lighting will not be used in this production and the company will vacate the site by 20:00.

Post-show checks

Nobody is to leave the site until they have checked in with the relevant person shown below:

Relevant person	Person wishing to leave
Stage manager	Crew, cast, sound, sound crew, Cross
Chief steward	Stewards, marshals
Director	Stage manager
Producer	Anyone not listed above

Nobody should seek to leave until they have ensured that any incident or relevant information has been recorded and/or reported to the appropriate person.

Stewards must:

- report any incident or relevant information to the Chief steward;
- surrender equipment (radios, tabards, any entrance keys, maps etc);
- close or open any gates as directed by the Chief steward.

Ground crew must:

- make sure that any rubbish is collected and disposed of.

Easter Play Producer must:

- ensure that the Cross is left secured and safe for public access on subsequent days, whether or not it has been moved to its final position in the Gardens South. (It may be necessary to return to do this on Sunday.)

Stage Manager must:

- gather the props and set material together in a safe place ready for removal from site;

Performers must:

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- surrender their costumes to the wardrobe mistress. Any dirt or damage to the costume occurring during the performance should be reported to the wardrobe mistress;
- any props are given back to the props staff;
- any radio microphones are handed back to the sound staff;
- any problems are reported to the stage manager; and
- remain with their parent (if under 16).

Cross watch (Not required in 2009)

On the night of Saturday 11 April 2009 and every subsequent night up to and including Wednesday 15 April, the Cross will be illuminated by means of a floodlight powered by a petrol driven electric generator from 8pm until midnight. Whilst the Cross is illuminated, a group of volunteers will remain on site. The purpose of illuminating and manning the Cross is twofold:

- to provide a relevant visual spectacle from Edinburgh at Easter; and
- to prevent vandalism.

(The greatest visual impact and, also, risk of vandalism is considered to be in the dark before midnight.) The Chief Steward will make sure that local police (patrolling Edinburgh etc) are aware of these arrangements.

A Responsible Officer will arrive at W. Princes St. Gardens South every evening shortly before the Gardens close with a team of volunteers. The Responsible Officer and volunteers will set up, monitor and dismantle the generator and light assembly each evening. The Responsible Officer will have responsibility for health and safety on site.

The Responsible Officer will hold a key for entrance 8 (King's Stable Road) and will have responsibility for securing the site and re-locking the entrance on departure. The Responsible Officer will bring any additional fuel required by the generator; no fuel will be stored on site other than in the generator itself. A dry powder fire extinguisher will be stored with the generator. The generator, floodlight and other equipment will be stored in a sound control shed left over from the performance, when not in use.

The floodlighting has been checked for any contravention of Civil Aviation Authority rules (in respect of upward-pointing illumination) and has been passed.

Before the Gardens are closed by council officers, the Responsible Officer must make sure that:

- he has a working key to entrance 8;
- there are at least two working mobile telephones in the group;
- he has a torch;
- the fire extinguisher is present and working; and
- he is otherwise satisfied that it is safe to remain in the Gardens.

The Responsible Officer will make sure that volunteers understand the following health and safety guidelines:

- that their own health and safety is paramount and the security of the Gardens and equipment is secondary;
- consequently, intruders should not be challenged but the police should be called immediately;

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- after use, the floodlight and generator will be very hot and should be left in position for sufficient time to cool down before being moved;
- safe lifting procedures for heavy equipment;
- smoking is not permitted, nor any other naked flame;
- the need to report any fault in equipment or spillage of petrol or other flammable liquid;
- importance of behaving in a manner which will not cause alarm to members of the public with a view of the Cross; and
- the importance of leaving the site safe and equipment secure for public access the following day.

A copy of the health and safety requirements relevant to the Cross Watch team as outlined above will be in the observation hut and will be gone through with the Responsible Officer.

De-briefing

There will not be a de-briefing on the day of the performance itself, other than informally by the Producer, Director or Safety Coordinator. Any incidents or other relevant information will have been recorded in the appropriate logs which will be handed in to the Safety Coordinator.

The Safety Coordinator will organise a post-production debriefing at which the steering group, stage manager and Chief Steward will be present. It is hoped that the Easter play will become established an annual event and lessons learned will be compiled for use in preparing the future health and safety policies, as indeed lessons have been learned from previous productions

6. Contingency plans

Serious incident plan

1. What is a serious incident?

A serious incident is when the audience or Company are in a life-threatening situation. That is, a hazard with high impact occurs or is imminent (see risk assessment at Annex C).

2. Who declares a serious incident?

Only the Chief Steward can declare a serious incident.

3. Who stops the show and how?

Anyone who becomes aware of an incident or potential incident should inform the Stage Manager and/or the Chief Steward immediately. Members of the company should report all incidents. The Chief Steward will then authorise the stopping of the show through the Stage Manager/sound personnel who will stop the show with a public announcement through the PA. The serious incident plan is then engaged and the Chief Steward will liaise with the emergency services as the main point of contact.

4. Roles in an emergency

The Chief Steward has responsibility for liaison with emergency services and overseeing the serious incident plan. Before the emergency services arrive, the Chief Steward controls the situation. As soon as the emergency services arrive, everyone (Company and audience) must follow directions issued to them from the emergency services.

The Safety Coordinator and Chief Steward will make themselves known to the emergency services and brief them on the situation.

5. Before the arrival of the emergency services

Before the arrival of the emergency services, all members of the Company should:

- follow the directions of the Chief Steward and stewards;
- secure their own safety;
- help members of the audience and other members of the Company, provided that they can do so without endangering themselves;
- leave equipment in a safe state, provided that they can do so without endangering themselves. (For example, leaving the cross lowered or secured, switching off electrical equipment.)

The stewards and marshals will assist audience and company in accordance with directions from the Chief Steward.

The Stage Manager will focus on the safety of performers and crew in accordance with directions from the Chief Steward. The Stage Manager will advise the Chief Steward on any particular issues in relation to performers and crew. The Stage Manager normally reports to

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the producer but, as soon as a serious incident has been declared, reports directly to the Chief Steward.

6. Places of safety

Two places of safety have been identified (PS1 and PS2) on the site plan. All members of the company should be familiar with the location of these places. Depending on the nature of the hazard, the Chief Steward may choose to move people to one of these places. If directed to do so by the Chief Steward or the stewards, the company should move to the specified place of safety assist the stewards in moving the audience to the specified place.

The Safety Coordinator will check that all the Company due to be on-site during the performance are assembled at the place of safety and will inform the Chief Steward of any absentees. No member of the company is permitted to leave the place of safety without first informing the Safety Coordinator or Chief Steward.

7. Emergency routes

Both places of safety are accessible to the audience by several routes and these are marked on the plan (ER). The route for emergency vehicles attending an incident is shown on the plan (EV).

8. People with special needs

Stewards will assist, in so far as they can do so safely, any person struggling in an emergency situation. People with special needs may have come to the attention of the stewards earlier in the performance in relation to line of sight issues, for example, and stewards will look out for such persons.

9. Coded messages

The Chief Steward will notify stewards and marshals that he has declared a serious incident through their portable radios. If this is not possible, the public address system will be used. If the incident is not immediately apparent to everyone, the Chief Steward may use the following coded message to alert stewards without causing panic: "Constable Eris must report to the control room."

The message to stand down is: "Constable Eris is no longer required in the control room."

10. Terrorism

Any member of the company who becomes aware a potential terrorist attack (e.g. a telephone or e-mail message making a threat) at any time prior to, during or after the performance should:

- Record as precisely as possible all the details of the threat (e.g. time, place, organisation making the threat, time of phone call, accent etc) and any code words used by the originator. Any hardcopy evidence must be kept.
- Inform the Safety Coordinator or Chief Steward. They will arrange for the threat to be discussed/dealt with by the police.

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- If they cannot inform the Safety Coordinator or Chief Steward and the threat is imminent, contact the police.

If the threat is made prior to the commencement of the performance, the safety coordinator and Chief Steward will discuss how to handle the threat with the police. If the threat is made once the performance has commenced, the Chief Steward will consider whether to declare a serious incident.

11. Emergency equipment

Details of first aid and fire equipment are in chapter 4 and shown on the site plan.

12. Documentation

The Safety Coordinator will carry a copy of the health and safety document and site plan at all times that he is on site during the Technical Rehearsal and Performance day. All members of the company should ensure that they are familiar with their own responsibilities. Non-performers should be carrying any documentation which has been issued to them in relation to health and safety.

13. Media

No member of the company should approach the media about any matter, but especially any incident which may have occurred/be occurring. All statements to the media will be issued through the Media Officer. Statements in relation to an occurring or potential incident should be cleared by the Safety Coordinator or Chief Steward.

Minor incident plan

A minor incident is one which affects the safety of the company, the audience or equipment but which is localised and can be controlled without the need to stop the show. Examples of minor incidents include:

- a litter bin catching fire;
- a member of the audience collapsing (e.g. heart attack) or falling over (e.g. broken hip);
- harassment from drunks or disorderly members of the public; and
- theft of equipment.

If a member of the company spots a minor incident developing or occurring, he or she should:

- take appropriate action without endangering their own safety and minimising disruption to the performance and audience;
- summon help from a nearby marshal;
- the marshal will be able to radio for further assistance if necessary (additional marshals, first aid, fire extinguisher etc) and seek advice from the Chief Steward if in any doubt about the scale of the incident;
- the first aid team will summon an ambulance to take injured persons to hospital if necessary.

It is unlikely that, in the case of a minor incident, it will be necessary to contact the emergency services without first using teams available on site.

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Weather

Should the weather give cause for concern to the Producer, Director, Safety Coordinator or Chief Steward on the day of the performance, the start of the performance could be delayed or the performance will be cancelled. There are no contingency plans for holding the performance at an indoor venue. The decision to delay or cancel rests with the producer unless the Chief Steward decides it would be unsafe to proceed with an outdoor performance. (I.e. if it is safe, but just not very comfortable, that is the producer's decision.)

In the event of sudden bad weather during the performance, it is the producer's decision whether or not to stop the performance. (The exception to this is, of course, if the Chief Steward declares a serious incident. This could occur if a lightning strike causes a fire, for example.)

Cancellation

Despite having contingency plans to deal with foreseeable difficulties (e.g. bad weather) it may be necessary to cancel the event prior to the beginning of the performance. The decision to cancel the event prior to the day of the performance rests with the producer, subject to advice from the council and the police. On the day of the event itself, the Chief Steward can instruct the producer to cancel the event for safety reasons.

If the event is cancelled prior to the day of the performance, notices to this effect will be placed at some of the entrances to the Gardens and, where possible, announced in participating churches. In this case, it is not considered necessary for any personnel to be present in the gardens on the day of the performance.

If, however, the event is cancelled on the day of the performance, the Chief Steward will make arrangements for a certain number of stewards and marshals to be present on-site, depending on the circumstances which have led to the cancellation. (A serious security risk might lead to the park being closed anyway.)

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ANNEX A

SITE PLAN

A map of Edinburgh Gardens (West) showing activity by the Company is attached separately.

KEY

Symbol	Meaning
AA1 etc	Acting Areas
AR	Acting route
CB	Cross bases (concrete)
CP1, CP2	Car parking
ER	Emergency route (detailed plan)
EV	Emergency vehicle route (general plan)
[Red Cross]	First Aid
F	Fire equipment being a blanket or fire extinguisher (dry powder or carbon dioxide)
ICP1, ICP2	Incident control points (1. Cottage, 2. Ross Theatre)
PS1, PS2	Places of safety
S1, S2, S3, S4, S5	Sound control points/sheds

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ANNEX B

CONTACTS

Role	Name	Number
Producer		
Director		
Construction Co-ordinator		
Stage manager		
Sound specification (original Spec)		
Sound contractor		
Usher Hall		
Safety coordinator		
Chief Steward		
Council Safety Licensing Officer		
Council Public Safety Officer		
Council Culture and Leisure		
Control centre		
Police HQ		
First aid		
Fire		
Child Protection Officer		
Head gardener		
Media officer		

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ANNEX C

Definitions

Hazard: means the occurrence of an event endangering the health and safety of any person.

Population at Risk: means who could be harmed by the hazard identified.

Impact: is a measure of the seriousness of the hazard (high, medium or low). A high impact means that the show would have to be stopped.

Risk: is the chance (high, medium or low) of the hazard occurring.

Control Measures: means the measures taken to remove or mitigate the risk (e.g. avoidance, prevention of access to the hazard, reduced exposure etc)

Revised Risk: this is the chance (high, medium or low) that somebody will be harmed after the control measures have been put in place.

No.	Hazard	Population At Risk	Risk	Impact	Control measures	Revised risk
H01	Adverse weather: heavy rain, lightning, high winds or snow. Resulting in poor underfoot conditions, low temperatures and restricted access	Audience, actors, Crew	Medium	High	Audience will have dressed appropriately by virtue of being there. Audience are free to leave at any point: numerous places to shelter nearby (shops, cafes). Gritting will be requested if there is a sharp frost to prevent cast slipping during morning rehearsal.	Medium
H02	Topography within W. Princes St. Gardens: uneven surfaces, restricted access etc	Audience, stewards and those with special needs.	Medium	Low	Site inspection prior to the event to ensure all relevant repairs have been identified and undertaken. Areas cordoned off where necessary. Marshals will prevent public ascending/descending to and from promenade across low railing around AA5.	Low
H03	Duration of the performance being 135 minutes giving rise to coldness, tiredness etc	Audience, actors	Medium	Medium	Audience is free to leave at any time. Plenty of seating in Edinburgh Gardens	Low
H04	Injury due to not being able to see/hear	Audience	Medium	Medium	Stewards will provide assistance and try to ensure good line of sight for disabled audience members.	Low
H05	Equipment fire at a sound desk leading to fire-related injuries.	Audience and Crew	Low	High	Fire extinguisher at every sound desk. First aid is present on-site.	Low
H06	Equipment fire at a sound desk leading to	Audience	Low	High	Stewards posted nearby to ensure that there	

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	panic and a rush to exit	and company			is a safe evacuation. Plenty of open space.	
H07	Major or serious incident adjacent to performance area requiring emergency vehicles to have access through Edinburgh Gardens.	Audience and company	Low	High	Chief Steward would stop the play and follow evacuation plan.	Low
H08	Structures could collapse and cause injury	Audience and company	Low	High	Stewards are posted with structures and first aid is on-site. Structures will be designed properly and contractors will have completed relevant certification.	Low
H09	Surging could cause injuries	Audience	Low	High	Stewards ensure safe and controlled movement of audience; audience is likely to be compliant	
H10	Someone might need medical attention	Anyone	Medium	Low	First aid on-site and signposted	Low
H11	Inability to make public address announcements causing confusion	Audience and company	Low	Medium	Loud hailers will be carried by two key stewards. Chief Steward will have all stewards mobile telephone numbers. Stewards know the timing of events and contingency plans	Low
H12	Existing structures (statues, trees) and temporary structures (e.g. sound cabling) pose a tripping hazard.	Audience and company	Medium	Medium	Stewards posted to ensure safe positioning of audience. Barriers and tape used to control access to specific areas. Contractors will make sure site is safe.	Low
H13	Disruption from drunks	Audience and company	Medium	Medium	Stewards trained to deal with disruptive activity	Low
H14	Disruption from pickpockets	Audience	Medium	Low	Stewards will be watching the audience	Low
H15	Cross could collapse.	Audience and company	Medium	High	Careful design by qualified professionals. Audience will be kept at a safe distance by stewards. After performance is over, Cross will be moved and secured.	Low
H16	Sudden rush to depart at end of performance causing injury	Audience and stewards	Medium	High	Audience departure will be managed by stewards.	Low

STEWARD/MARSHAL: JOB DESCRIPTION

1. About the event (information)

You will be issued with a (abbreviated) copy of the health and safety document.

2. Purpose of stewards (intent)

Stewards and marshals have an important role to play in contributing to the success of the event. By being courteous and friendly to the public and efficient in carrying out your duties, you will help to make the event safe and enjoyable for all.

You have specific duties in common with other members of your team and these are set out in the team briefing attached. Each team will be issued with its own personal schedule. As well as the specific duties, you have the following general duties in relation to providing information to the audience, public safety and equipment safety.

Do not allow yourself to be distracted from your duties by friends, phone calls or strangers trying to distract you. Also, do not be distracted by the performance itself: you are there to watch the crowd and the equipment, not the performance.

2.1. Audience information

You should be prepared to:

- Direct members of the public to first aid, toilets, scene one etc.
- Provide general information on the play, if asked.
- Provide information on diversions where public access has been restricted.
- Treat the public with courtesy and respond to any reasonable request for assistance.

2.2. Public safety

You are there to assist in protecting the safety of: members of the public (the audience and other persons in the vicinity); the performers; other stewards, marshals and contractors. You should be keeping an eye on the audience and the vicinity of the audience, looking out for potential hazards or trouble from the audience or elsewhere. Look out for:

- drunkenness or other unruly behaviour;
- suspicious behaviour (e.g. people hanging around the audience but not interested in the play);
- equipment failure (structural, fire etc);
- suspicious packages/devices. Be familiar with equipment belonging to the production and normal street furniture so that you can recognise anything unusual;
- other stewards or marshals needing assistance.

You are not responsible for administering first aid and you will not be provided with first aid equipment. Dedicated first aiders will be located to the rear of the Ross Theatre and you

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should direct anyone seeking first aid to that point. If a member of the public needs to be escorted, you should summon a "floating" marshal for that purpose.

2.3 Equipment safety

Keeping an eye on the equipment making sure that only authorised personnel have access to it. Look out for potential thieves and vandals (check identification).

3. Deployment (method)

As well as your own schedule, you have been issued with a summary of the movements of the other stewards. You must not leave your assigned position without permission to do so.

You will be issued with a fluorescent tabard and identification badge showing your name and team.

4. Welfare (administration)

You will be able to take breaks for food, rest and toilet. A simple lunch will be provided for you.

You should bring warm and waterproof clothing in case of bad weather and water for your own personal use. You should consider bringing some snack items.

5. Communication

You must always maintain a communication channel with the Chief Steward and obey instructions from him/her. Stewards and some marshals will be issued with a two-way radio which you should keep on at all times that you are on duty. Your radio should be tuned to the right channel for stewarding communications (other channels may be used for other purposes, e.g. production communications).

You must report any incident or potential incident to the Chief Steward, even if you have already successfully handled it yourself.

You must report any departure from the agreed schedule.

You must carry relevant information (e.g. your map and schedule) with you at all times during the day of the performance.

If you have a mobile telephone, you should bring it. You should inform the Chief Steward of your mobile telephone number at the briefing session. Mobile telephones should not be used for personal calls whilst on duty. They form an alternative method for communicating with the Chief Steward and emergency services.

CHIEF STEWARD: JOB DESCRIPTION

The Chief Steward will be responsible for:

- the selection and training of the remaining stewards and marshals;
- briefing and debriefing stewards and marshals on the day;
- the issuing of equipment to the stewards and marshals and collection thereof;
- health and safety of the performers, audience, stewards, marshals and other members of the public during all operations on site on the day of the performance (this includes preparation for the performance and tidying up afterwards);
- acting on information relayed to him by stewards or marshals;
- communicating with and directing stewards and marshals;
- declaring a serious incident; and
- liaising with the emergency services.

The Chief Steward is responsible for *implementing* health and safety policy. The Chief Steward is not responsible for the policy itself. The Safety Coordinator will be on-site to advise the Chief Steward.

On the day of the performance, the Chief Steward has the right to order that the performance be cancelled or abandoned, if he believes there is a significant and unwarranted risk to the health and safety of any person through continuing with the performance.

The Chief Steward will attend the rehearsals and performance on the Technical Rehearsal day and Dress Rehearsal and will ensure that all the stewards are properly briefed prior to the day of the performance. The Chief Steward will be in attendance on site throughout the day of the performance.

STEWARDING CHRONOLOGY FOR SATURDAY PERFORMANCE DAY

Pre-performance (TBC)

Time	Event
8:00	<ul style="list-style-type: none">• W. Princes St. Gardens (North) open• Chief Steward arrives• Team A arrives. These marshals shall be present on-site from the opening of Edinburgh Gardens on Saturday morning or the arrival of the sound technicians/props/other infrastructure for the purpose of public health and safety and protection of the equipment. Two marshals from team A shall remain with the equipment on each Acting Area location throughout the performance.• Team A briefed by Chief Steward.
8:15	<ul style="list-style-type: none">• Team A moves into position
9:00	<ul style="list-style-type: none">• Teams C-E arrive. Briefing from Chief Steward.
9:30	<ul style="list-style-type: none">• Team C-E follow dress rehearsal and manage any members of the public who follow it.
11:00	<ul style="list-style-type: none">• Hot drinks for nibbles for marshals on location
12:30	<ul style="list-style-type: none">• Lunch and briefing for teams C and D (14)
13:00	<ul style="list-style-type: none">• Lunch and briefing for team A and E (19).• Team B arrives.• Team B briefed by Chief Steward on matters arising.
13:30	<ul style="list-style-type: none">• Team B on duty at entrances.
14:00	<ul style="list-style-type: none">• Stewards and marshals move to their 14:00 positions.
14:30	<ul style="list-style-type: none">• Final decision to proceed is made.

For more details about individual team duties see Annex G.

The numbers of marshalls in each team given in the document below may vary according to the voluntary capacity of the project. The performance will only go ahead if both the Safety co ordinator and Chief Steward consider there to be enough marshalls to fulfil the requirements of each teams duties.

It may be necessary to have slight changes in distribution of marshalls to accommodate last minute changes to acting areas, most likely brought about by the requirements of the Gardens ground staff to protect newly turfed or rain damaged areas.

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Performance (TBC)

Time		Event	Steward/marshal activity
Start	Duration (mins)	AA = Acting Area	
14:35	40	Performance AA1	Nine marshals (team D) on location.
15:15	10	Transition	Nine marshals (team D) accompany audience to Acting Area 2. Nine marshals (team E) move to position for Acting Area 2.
15.25	8	Performance AA2	Nine marshals (team E) on location, ready to receive the audience from Acting Area 1. Hot drinks and nibbles served.
15.33	5	Cut away	Nine marshals (team E) assist audience (in particular disabled) as they turn to face Acting Area 3.
15.38	6	Performance AA3	Nine marshals (team D) on location receive the audience from Acting Area 2.
15.44	10	Transition	Nine marshals (team D) accompany the audience to Acting Area 4. Nine marshals (team E) move into position for Acting Area 4. Four stewards (team C) move to close off the promenade at which Acting Area 5 is to take place, two from the west side of the shelter and two from the east.
15.54	5	Performance AA4	Nine marshals (team E) on location receive the audience as they arrive from Acting Area 3.
15:59	10	Transition	Nine marshals (team D) accompany the audience as they move away from the promenade following the actors in procession. Nine marshals (team E) move into position at Acting Area 6. As soon as the actors and audience have cleared AA5, the marshals can re-open the promenade to public access.
16.09	10	Performance AA5	Nine marshals (team D) on location receive the audience as they arrive from Acting Area 4.
16.19	10	Transition	Nine marshals (team E) accompany the audience to Acting Area 5. Nine marshals (team D) move into position for Acting Area 5.

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Time	Event	Steward/marshal activity
Start	Duration (mins)	AA = Acting Area
16:29	18	Performance AA6-8
		Nine marshals (team E) on location receive the audience as they arrive from Acting Area 5. Some marshals from team D move to west side of Ross Theatre to assist appearance of Jesus from rear of Ross Theatre.
16:47		Dispersal
		Acting Area 8 finishes. Audience is thanked etc and encouraged to disperse. Marshals (teams D and E) gently encourage audience to move out of the Gardens.

Post-Performance

Time	Event
17:15-20:00	<ul style="list-style-type: none"> • Chief Steward will dismiss stewards and marshals as soon as their functions are completed. Stewarding equipment is returned and any incidents are reported/written up.
20:00	<ul style="list-style-type: none"> • W. Princes St. Gardens South vacated and locked apart from setting up cross watch.
20:00	<ul style="list-style-type: none"> • Site vacated and all props, sound equipment etc packed up.
20:20	<ul style="list-style-type: none"> • Sunset
20:30	<ul style="list-style-type: none"> • Cross illuminated and cross watch underway.

OUTLINE TIMETABLES FOR EACH TEAM

Summary

TEAM	DUTY	TOTAL PERSONNEL (TBC)
Team A	Protection of equipment at each acting area. 1 steward and 8 marshals. 8 a.m. to 8 p.m.	
Team B	Door duty. 1 steward 18 marshals. 1 p.m. to 6 p.m.	
Team C	Relief team. 1 steward and 3 marshals 9 a.m. to 6 p.m.	
Team D	Dress rehearsal and audience team 1. 1 steward and 9 marshals. 9 a.m. to 6 p.m.	
Team E	Dress rehearsal and audience team 2. 1 steward and 9 marshals. 9 a.m. to 6 p.m.	
Total		

Total: approximately 5 stewards and 45 marshals, to be allocated to above teams as appropriate (TBC).

Note:

- static teams A and B are in pairs so that one marshal can cover for the other to allow for comfort breaks at any time (so break times do not need to be prescribed and cover does not need to be pre-arranged);
- stewards are not allocated to particular positions and are therefore free to move around and look after all members in their teams; and
- audience teams D and E are required to be present for the dress rehearsal.

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Chief steward	
Specific duty:	Overall responsibility for stewards and marshals and public health and safety during the performance

Schedule

Time

Function

8:00-8:15	Arrive. Briefing team A at St Johns
8:15-9:00	Preparations (site inspection etc)
9:00-9:30	Briefing teams C-E
9:30-12:00	Following dress rehearsal
11:00	Hot drinks and nibbles on location
12:30	Lunch and briefing teams C-D
13:00	Briefing teams A, B and E
14:00	Monitoring build-up to performance
14:35	Responsible for safety during performance
15:00	Hot drinks and nibbles on location
17:00	Dismissing marshals as soon as appropriate

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Team A	1 steward (A0) and n marshals (TBC)
Specific duty:	Protection of the equipment at each acting area (2 marshals per area).
Schedule	
Time	Function
8:00	Arrive. Briefing from Chief Steward
8:15	On duty at acting areas
11:00	Hot drinks and nibbles on location
13:00	Lunch break of 30 minutes -- covered by teams C, D
15:00	Hot drinks and nibbles on location
17:00-20:00*	Chief Steward will visit each acting area and dismiss marshals individually

*Each acting area will be cleared as soon as the performance has moved away. This means that duties may finish earlier at acting areas earlier in the performance. (The gardens will be open until around 20:00 which means that some marshals may need to remain until this time.)

Name	No	Start	End	Area
Steward	A0 (a.m.)	8 a.m.	1 p.m. *	
Steward	A0 (p.m.)	1 p.m.	6 p.m.	
	A1	8 a.m.	End	
	A2	8 a.m.	End	
	A3	9 a.m.	1 p.m. **	
	A4	8 a.m.	End	
	A5	8 a.m.	End	
	A6	8 a.m.	End	
	A7	8 a.m.	End	
	A8	8 a.m.	End	
	A9	8 a.m.	End	

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Team B	1 steward (B0) and n marshals (TBC): 2 at each of public entrances 1-9
Specific duty:	Door duty including vehicle checks at St Cuthbert's and King's Stable Road. Directing people to the play, closing the entrance if directed by the Chief Steward.
Schedule	
Time	Function
13:00	Arrive. Briefing from Chief Steward
13:30	On duty at entrances
15:00	Hot drinks and nibbles on location
15:30	Once performance is well underway, marshals can move away from public entrances provided they remain in the vicinity (in case they need to be closed).
17:00-18:00	Chief Steward will visit each gate and dismiss marshals individually

Name	No	Start	Finish	Gate
Steward	B0	1 p.m.	7 p.m.	
	B1	1 p.m.	6 p.m.	
	B2	1 p.m.	End	
	B3	1 p.m.	End	
	B4	1 p.m.	6 p.m.	
	B5	1 p.m.	End	
	B6	1 p.m.	5:30 p.m.	
	B7	1 p.m.	End	
	B8	1 p.m.	6 p.m.	
	B9	1 p.m.	End	
	B10	1 p.m.	5:30 p.m.	
	B11	1 p.m.	6 p.m.	
	B12	1 p.m.	6 p.m.	
	B13	1 p.m.	6 p.m.	
	B14			
	B15			
	B16			
	B17			
	B18			

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Team C	1 steward (C0) and n marshals (TBC)
Specific duty:	Relief team. To enable other marshals to take a break from duty, to convey messages or equipment, to assist the Chief Steward. If duties allow, assisting those with special needs.
Schedule	
Time	Function
9:00	Arrive. Briefing from Chief Steward
9:30	Follow dress rehearsal
11:00	Hot drinks and nibbles on location
12:30	Lunch and briefing from Chief Steward
13:00	Cover team A
14:00	On duty. If other duties allow, assisting those with special needs to move with the play.
15:00	Hot drinks and nibbles on location
16:00	Assist with closure of promenade for Acting Area 4.
18:00	Report back to Chief Steward at Ross Theatre

Name	No	Start	Finish
Steward	C0	8 a.m.	End
	C1	9 a.m.	End
	C2		
	C3		
	C4	1 p.m.**	End

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Team D	1 steward (D0) and n marshals (TBC)
Specific duty:	Assisting during dress rehearsal and looking after the audience at acting areas 1, 3 and 5 and transitions.
Schedule	
Time	Function
9:15	Arrive. Briefing from Chief steward
9:30	Follow dress rehearsal
11:00	Hot drinks and nibbles on location
12:00	Dress rehearsal ends
12:30	Lunch and briefing from Chief Steward
13:00	Cover team A
13:30	Break
14:00	On duty at acting area 1 and transition
15:00	Hot drinks and nibbles on location
15:30	On duty at acting area 3 and transition
16:10	On duty at acting area 5 and assisting with dispersal.
17:00-18:00	Chief Steward will dismiss as soon as no longer required.

Name	No	Start	Finish
Steward	D0	9 a.m.	5 p.m.
	D1	9 a.m.	End
	D2	9 a.m.	6 p.m.
	D3	9 a.m.	End
	D4	9 a.m.	End
	D5	9 a.m.	6 p.m.
	D6	9 a.m.	End
	D7	9 a.m.	6 p.m.
	D8	9 a.m.	6 p.m.
	D9	9 a.m.	End

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Team E	1 steward (E0) and n marshals (TBC)
Specific duty:	Assisting during dress rehearsal and looking after the audience at acting areas 2, 4, 6, 7 and 8 and transitions (TBC).
Schedule	
Time	Function
9:00	Arrive. Report to Chief Steward
9:30	Follow dress rehearsal
11:00	Hot drinks and nibbles on location
12:00	Dress rehearsal ends
13:00	Lunch and briefing from Chief Steward
13:30	Break
15:00	Acting area 2 and transition
15:00	Hot drinks and nibbles on location
15:50	Acting area 4 and transition
16:25	Acting area 6, 7 and 8 and dispersal
16:45	Assist with dispersal
17:00-18:00	Chief Steward will dismiss as soon as no longer required.

Name	No	Start	Finish
Steward	E0	9 a.m.	End
	E1	9 a.m.	End
	E2	9 a.m.	6 p.m.
	E3	9 a.m.	End
	E4	9 a.m.	End
	E5	9 a.m.	End
	E6	9 a.m.	6 p.m.
	E7	9 a.m.	5 p.m.
	E8	9 a.m.	End
	E9	9 a.m.	End

PARENTAL CONSENT FORM

Dear Parent/Guardian,

Thank you for letting your young person join us in this year's production of the Edinburgh Easter Play.

To allow us to maintain the safety of the young people we appreciate your consent.

- The Children's Co-ordinator will be at rehearsals and you and your young person will be able to get to know her.
- We would ask you to assist with helping your young person to get into costume for the dress rehearsal and the performance although there are Dressers available. Adult members of the cast will all be busy getting into their own costumes in a separate area.
- We ask that you take responsibility for providing warm clothing and a change of clothing for your child during rehearsals outside in the gardens
- During rehearsals and the performance we would ask you to keep an eye on your own young person. The Children's Co-ordinator will also be in costume and moving around the play, as a point of contact for any young person who may become anxious during the performance. It's quite daunting if they become aware of the large crowd.
- Please note that the public might take photographs during the performance and this is difficult to police in a large crowd. There will be stewards on duty who will be watching out for any inappropriate behaviour in the crowd. No official photographs or film taken on behalf of the Easter Play Trust will be used without your consent. Our child protection policy includes a policy on the duplication and display of photographs.

Children's Co-ordinator On behalf of Edinburgh Easter Play

I have read the above and am happy to comply with these requirements of the Edinburgh Easter Play Trust.

NAME OF CHILD

DATE

NOMINATED PERSON

SIGNATURE

NAME OF PARENT

SIGNATURE