

**APPENDIX 31 – HEALTH AND SAFETY POLICY - DUNDAS.**

**HEALTH AND SAFETY POLICY**

**"THE LIFE OF JESUS CHRIST"**

**DUNDAS CASTLE ESTATE**

**2006**

**Princes Street Easter Play 2007- Health and Safety Document  
[Draft SITE VERSION]**

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**ORGANISATION**

"The Life of Jesus Christ" play is being produced by ...and ... under the auspices of the Dundas Foundation of which... is a Trustee. The Trust was set up in April 1999 by ... with the objective of helping community initiatives and projects particularly connected with the young and the elderly. It is a Scottish Registered Charity.

As Occupier of Dundas Estate where the play is to be performed, it is the legal responsibility of THE OWNER to ensure that all possible steps are taken to ensure that the site is safe and that this policy document is adhered to. Health and Safety at work is considered to be primarily the responsibility of management through a hierarchy of control as outlined below.

Roles in the Production:

Producers:

Director:

Steering Committee:

Accountant:

Set Designer: Hayloft Timber Company [originator]. New set 2005 designed and built onsite by Dundas Foundation personnel

Costume Designer:

Sound:

Stage Manager:

Safety Co-ordinator:

Child Protection Co-ordinator:

Press Officer:

Delegation of Authority Diagram [see Appendix]

**1. Production**

The play is a 4 1/2 hour open air promenade performance [ie. the audience move with the actors as the play progresses around different parts of the land]. It is split into two sections with the first part taking place before lunchtime and lasting around 2 hours with a one hour lunch break for actors and audience alike then the second part lasting approx 2 1/2 hours. The production will start at 10.30am and last until mid afternoon. There are 5 performances in total. Performance dates are 7-11<sup>th</sup> June inclusive beginning at 10.30am and ending at approximately 4pm. The Sunday performance begins at 2pm and finishes at approx. 7pm. There is a cast of approximately 80 people drawn from local communities with two professional actors playing the role of Jesus Christ and Judas respectively.

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2. Statement

We will endeavour to ensure that at all times this Policy document is adhered to by the company, contractors and all involved in the project. Company members will be informed of the policy and contractors given a copy of the document. We will insist on each contractor giving us copies of their own Health and Safety Policies and test certificates where applicable. The company will do everything possible to ensure that the performance site is a safe environment for performers, contractors, workers and the audience alike. Training will be identified and carried out where necessary. This document sets out our Policy and plans accordingly.

3. Insurance

The production is covered by Public Liability Insurance and the producers accept vicarious liability for any action "reasonably" undertaken by employees, volunteers [stewards, cast, etc]

Each contractor has their own insurance and should be able to provide the Producers with a copy should they require it.

4. Terms used:

- "Build up" - the planning phase, design, selection of workers and construction
- "Load in" - planning for delivery of equipment
- "Show" - planning crowd management, transport management, fire, first aid, incidents
- "Load out" - planning for removal of equipment
- "Breakdown" - disposal of rubbish, waste water, control of risks

5. Meetings

Health and Safety is discussed by the Steering Group on a regular basis and separate meetings and briefings will be held by the relevant personnel as and when required. A debrief will be held post production. A Safety Co-ordinator has been appointed to oversee the adherence to this policy.

6. Logbook

An Accident logbook will be kept by the Safety Co-ordinator and all injuries/ill health, damages will be recorded. A production log will be kept by the Stage Manager.

7. Familiarisation

All cast and crew have been taken around the site and made familiar with all areas including evacuation routes. All cast, crew and volunteers will be briefed on this document and given hard copies of any relevant documentation.

8. Audience

The audience on the weekdays will be predominantly schoolchildren from aged 5 upwards. All children will be accompanied by either teachers or parents and control of them will be primarily managed by the teacher/school or parents.

Weekend audiences will be mainly adults or family groups.

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Whilst the audience will be moving around with the action, it is a controlled movement by onsite stewards and performers. Adequate space for viewing has been planned and based on previous performances we know that the audience tends to be very controlled in its' movements and attitudes.

## **The organisation of Health and Safety in the Production**

### 1. The Co-Producers

The Co-Producers are responsible for safe working conditions and safe systems of working in all areas for the Production and the necessary procedures for maintaining them. In particular, they are responsible for:

- Ensuring the vicarious liability for any actions reasonably undertaken by employees and this is taken to mean professional actors and unpaid volunteers who work with the production of the play and interaction with the audience.
- Health, safety and welfare matters for all employees as outlined in the preceding paragraph
- Monitoring safety performance at individual sites of the play through managers where necessary
- Ensuring that managers, as outlined in this document and under their control, meet safety obligations under the Health and Safety at Work Act 1974, any enabling legislation and in accordance with this policy
- Ensuring that nominated contractors work safely
- Ensuring that proactive steps are undertaken to prevent accidents and dangerous occurrences
- Ensuring that employees, as outlined are adequately trained for the tasks they are asked to undertake

### 2. The Steering Committee

The Co-Producers have nominated a steering committee which includes amongst others, themselves and the Production Director. This committee formulates policy, oversees the control of finances and ratifies the direction taken. The Co-Producers individually or jointly act as chairman to that committee and have total responsibility for health and safety of the production while involved in the Steering Committee

### 3. The Production Director

After the Co-Producers, the Production Director is next in seniority as a manager and for health, safety and welfare within the production. In particular, they are responsible for ensuring:

- that the management of risks is regularly reviewed, that the Risk Assessment document is updated at least once each year
- that the Safety Policy is reviewed annually, is clearly understandable and understood by those with responsibility for employees
- that safety performance is maintained and evaluated prior to during and post each production
- advice and assistance is offered to the Co-Producers on the maintenance of health, safety and welfare issues for the production, actors and other volunteer employees
- prompt corrective action is taken whenever unsafe conditions and unsafe acts are seen by notifying the Health and Safety Co-ordinator
- ensuring that evacuation procedures for spectators are discussed and clearly understood by the Chief Steward and Health and Safety Co-ordinator

### 4. Production Committee

This committee consists of the Co-Producers, the Production Director, the Estate Manager, the Chief Steward, the Health and Safety Co-ordinator and the Administrator of the Dundas Foundation. Their responsibility is to ensure that the productions are, as far as reasonably

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possible, undertaken in a safe environment for actors, volunteers, contractors, visitors and the audience.

The committee is chaired either individually or jointly by the Co-Producers who have responsibility for ensuring the safety as outlined and that finance is in place to meet decisions taken

5. Estate Manager

Employed by Dundas Estate on whose ground the production takes place, the Estate Manager has responsibility for his trained workforce and any contractors which he requires to employ. In particular, he is responsible for the grounds including utility services, arterial need, car park access, toilet facilities, safety signing and, where directed, set construction. He is managed by Sir Jack Stewart-Clark, Co-Producer

6. Chief Steward and Health and Safety Co-ordinator

The co-ordinator has responsibility for providing advice to the Production Committee on health, safety and security matters as they relate to the Health and Safety at Work Act 1974 and delegated safety regulations. In particular he is responsible for ensuring:

- That all accidents during the production are properly dealt with in terms of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, if appropriate, and for ensuring remedial safety action is brought to the attention of the appropriate manager
- Control of First Aiders is co-ordinated
- Safety audits are conducted when requested with the result of remedial action for line managers to action in terms of their budget
- Spectator safety is monitored and upheld during each production on arrival on set and on departure by way of controlling unpaid volunteer stewards
- Evacuation arrangements are in place for the audience and actors as agreed with the Production Director

This position is managed by the Co-Producers

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7. Administrator of the Dundas Foundation

Employed jointly by Dundas Estate and Dundas Foundation, she has responsibility for day to day administrative functions of both the Steering Committee and Production Committee. And for other matters as instructed by the Co-Producers and the Production Director. This position is managed by Sir Jack Stewart-Clark

8. Other Managers

The following are contracted and managed by the Co-Producers in consultation with the Production Director:

- Stage Manager
- Wardrobe and Costumes
- Scene Setters
- Cast [both professional and volunteers]
- Child Protection Co-ordinator

All will be expected to co-operate with their manager in the implementation of this Safety Policy and to take reasonable care for the health and safety of him/herself

9. Other Information

In this policy the term “safety” is defined as:

- the prevention of injury to individuals
- the control of all situations and procedures likely to cause damage to property and materials
- the application of measures to promote occupational health and hygiene
- the investigation of dangerous occurrences and situations that would result in injury of individuals or damage to property and materials
- fire prevention and control
- the identification and elimination of other hazards

However much the Government legislates, the Dundas Foundation decides policies or the management attempt to organise safe practices and procedures, the ultimate results depend very largely upon the determination of each individual to work safely and to use all available means of doing so. Very little will be achieved unless every single person is prepared to contribute his/her share towards achieving the goal –

SAFETY

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**BUILD UP**

All contractors working onsite will be referred to Chapter 33 of "The Event Safety Guide" for Health and Safety responsibilities as employers

1. Venue for the performance

The performance will take place on Dundas Castle Estate using the areas around the lochside, in and around the old walled gardens and other areas in the gardens. It is an open air promenade performance. The grounds have been cleared and prepared for the performance. [see enclosed map of the site]

2. Location of stages

There will be 5 main acting areas [see plan]:

- a. Nativity Scene
- b. John the Baptist Scene
- c. Market Scene
- d. Walled Garden area
- e. Cross

3. Venue and Site Design

- see plan for the land and proposed action/audience movement

4. Exits/Entrances/Barriers [see plan for audience movement]

The audience will enter and exit by the South Drive of the Estate and park in the "Trip Field" which leads off the Drive. Buses parking for the day will enter via the South Drive and exit via the South Drive. Buses dropping parties off will enter via the South Drive and exit via the North Drive and then return to pick up and exit via the South Drive

Once the audience has left their vehicle, they then move to the first acting area. There will be stewards to help move the audience to each area and each move is signified by narration, music and stewards directing audience.

5. Emergency Routes

Emergency exits are via the North/South Drive or the White Lodge Drive. The first of these exits can be accessed from the Eastern end of the Loch, the second of these exits can be accessed from the Western end of the Loch.

6. Performer Changing areas [pre and during show]

[Marked on plan]. Pre production, the actors will change in the portacabins set aside for performers. Any costume changes and microphone changes during the show will be done either in the portacabins or on site.

7. Sound Control Areas

[are marked on the attached plan]

8. Barriers/Signage [marked on plan]

- Signposts for the audience will be in place

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- Tape barriers will be in place as markers for the front of a specific acting area if required.
- Barriers will be in place around areas of potential risks [the lochside] by way of speakers and stands at the baptism area.

9. Set Design/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
- Where practicable, 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
- ensure set is "weather proof" for excessive wind, rain
- ensure all areas are checked for potential flooding/drainage I case of collapse
- ensure fire prevention is in place and minimised risks [eg fire spreading to nearby vegetation]
- ensure all structures can take the required loads and are safe
- any structure over 2 m in height requires a handrail for performers
- ensure there is a risk assessment completed by contractor
- ensure documentation [test certificates, certificate of completion] are received and filed
- stage areas should be checked pre and post show for any damage
- ensure they are aware of their legal responsibilities for their workers and others affected by their work and are adequately insured

10. Sound Design

- Attention should be paid to Chapters 10 and 16 from "The Event Safety Guide" published by the HSE which is given to the Contractor in advance
- ensure risk assessment completed by contractor where applicable
- ensure documentation [test certificates, certificate of completion] are received and filed or accessible should the Producers require copies
- ensure they are aware of their legal responsibilities for their workers and others affected by their work and are adequately insured

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11. Catering

- Caterers should be referred to Chapter 11 of "The Event Safety Guide" see pages 76,77,78
- Positioning of vehicle should be in accordance with recommendations set down in the above Chapter
- provision of Water for audience/performers is at the far end of the loch near the toilets
- Performers should position water bottles where they require them out of sight from audience
- Paper cups are available from Caterer and should be disposed of in the litter bags provided

12. Special Needs

Due to the nature of the performance, there will not be a large number of special needs people in the audience, however, recognising that there may be people who have certain requirements we have arranged for a special disabled mini-bus to be available to transport those with mobility problems.

We will ensure that:

- accessibility information is given out on booking of tickets
- a separate parking area is set aside
- needs are communicated to stewards

13. Child Protection Policy

A policy exists for the whole project and it is the responsibility of the Child Protection Officers to communicate this policy to the company and contractors. [See Section 10 of this document]

14. Contractors

**BUILDUP plans**

Co-ordinated by the onsite manager who will liaise with all Contractors to ensure that they are aware of and adhere to any onsite Health and Safety regulations.

Each contractor working onsite should have a Health and Safety Policy which must be made available to the producers should they request it. Plans, calculations, test certificates and insurance information may also be required from them and readily available upon request. Site Safety rules may be drawn up and issued to contractors where necessary.

When hiring a Contractor, ensure they are sent a letter with the following information:

- refer them to the Events Safety Guide and especially their relevant section
- ask them to sign and return a form that states they have read the Events Safety Guide section. This form should also have a statement that says they have adequate Insurance cover [which may be asked for]

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- **copy pages 184-191** of the Event Safety Guide for contractors and put in a letter to them.
- Ensure that contractors are in on any Health and Safety meetings where required

15. Media

The Press is co-ordinated by the Press Officer at Great Circle Communication.

- all Press decisions are taken by the Press Officer in conjunction with the Producers and Director
- all calls for interviews and photoshoots will be co-ordinated by the Press Officer who will ensure the relevant personnel are adequately briefed
- any filming of the show should be done with permission from the Producer, Director and relevant performers. The Safety Co-ordinator, Stage Manager, Stewards, performers and other relevant staff should be made aware of filming times and requirements
- any media allowed onsite should be briefed by the Press Officer on safety requirements
- should a major incident take place or be a risk, the Press Officer will liaise with the Safety Co-ordinator and Producer to determine what the nature of the incident is and what action is being taken. The Press Officer will then liaise with the Producers in deciding what information is communicated to the media and how.

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## LOAD IN

### 1. Overall co-ordination of load in

The get-in for the contractors is agreed upon in consultation with the Producer and Director. Thereafter, if a contractor is being employed, it is their responsibility to ensure safe working practices are adhered to and progress is reported to the Producer

### 2. Set

The set has to be fully constructed and tested before the production. Safety is the responsibility of the Estates Manager and will be checked by the Council Safety Licensing Officer who grants the Performing Licence. Working in consultation with the Director, separate rehearsals will be scheduled where needed especially for the Cross Scene with the relevant performers. Any safety issues should be communicated to the Director well in advance of the performers using the set.

The Estates Manager is required to be at the Technical Rehearsal and the Dress/Technical Rehearsal.

### 3. Sound

The contractor will ensure that all cabling is safe [dug in or cable mats over where public cross] and set up is done in advance of the Technical rehearsal and this is done in consultation with the Producer onsite. Sound checks should be done before the Technical rehearsal. Sound levels and music are discussed with the Producer and Director well in advance of the Technical rehearsal and levels set before the Technical if possible.

### 4. Props

The Stage Manager and Estate Manager will ensure that all props are collected in one area for the load in and that all props are listed and allocated to areas as applicable.

All props should be deemed to be safe for the performers to use and any armour/weaponry should be checked and locked away at the end of each performance.

There should be a designated props area with the only personnel having access being the Props staff

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5. Costumes

Costumes should be completed at least two weeks before the Dress Rehearsal to allow the cast time to get used to wearing the costumes onsite.

All costumes will be brought in for the load in and collated in one area ready for the allocation to the actors in time for the Dress Rehearsal.

6. Performers

Performers should not be at the Technical Rehearsal unless specifically called.

7. Animals

The animals are under the care and supervision of the owners and should only be handled by them for the load in. A separate animal rehearsal for those handling animals will be held under the owner supervision. A letter to the Council Environmental Health Department informing them that there are animals to be used and the care of said animals should be sent.

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SHOW

The company and contractors will all be briefed on safety and security arrangements by the Safety Co-ordinator by whichever method is preferred [letter or verbal] . No valuables should be brought onsite but if so, they remain the responsibility of the individual and Dundas Castle and the production accept no responsibility for any damage to property or loss of valuables.

The company operates a zero tolerance of non-prescription drugs and alcohol. Any personnel on any prescription drugs should notify the First Aid staff. Any person found with any drugs or under the influence of alcohol or drugs will be automatically removed from the site.

1.Pre-show checks

- Stage Manager ensures that:
  - they have checked in with the Director
  - all registers have been collated
  - the itinerary for the next day is given out
  - security arrangements are communicated to the cast
  
- Safety Co-ordinator ensures that:
  - Checks with the Producer
  - any stewarding duties that need to be re-allocated are done so
  - holds a stewarding briefing
  - checks the site for any potential hazards
  - special effects [eg. flame torches and fires are checked and personnel trained in using them]
  - ensures stewards check that fire extinguishers are working and charged
  
- Stewards must ensure that:
  - They have checked in with the Safety Co-ordinator
  - They have familiarised themselves with the event arena and infrastructure and implement search procedures. [see briefing note in appendix]
  - They have familiarised themselves with all escape routes and areas and know where stations are for audience information
  - escape routes are clear
  - fire equipment is checked
  - all barriers and signage are in place
  - the ticket area and separate cash area is set up
  - entrance is available 1 hour before show [audience to be made aware of this on tickets]. The all clear to allow an audience into the performance area can only be given by the Stage Manager
  - helping steward audience members as they arrive
  - they investigate and report any incidents or disturbances as the day progresses
  - they are aware of emergency procedures
  - ensuring that rubbish does not cause a safety issue [ground staff clearing each day but checks to be made by all personnel]
  
- Sound personnel must ensure that:
  - They have checked in with the Stage Manager

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- the System is fully operational
- a sound check has been done
- safety equipment is in place
- the mic changing area is prepared if needed
  
- Props/Set personnel must ensure that:
  - 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
  - safety equipment is in place
  
- Performers must ensure that:
  - They have parked in the allocated spaces
  - they have checked in with the Stage Manager
  - all personal props have been pre-set by themselves
  - those involved with the Cross Scene have checked the equipment
  - Costumes are all ready

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## STEWARDING DUTIES

Security precautions and procedures for stewards and other staff with duties at the event

1. Public Access to the estate
  - Ensure all persons intent on viewing the event possess a ticket
  - Ensure all other persons on the estate have a legitimate reason for being there
2. Deter and Detect in stage or support areas
  - Ensure contractors and other "workers" are who they say they are, if you have doubts, check identification
  - Challenge strangers - never assume they are legitimate
  - Remember that security is a joint effort - share resources to increase effectiveness
3. Good Housekeeping
  - Good housekeeping reduces the opportunity to plant devices
  - Keep a place for everything and everything in its place
  - If allocated to a particular area, become familiar with the environment eg. Fencing, stands and other structures, litter bins [identify what is "normal" and "abnormal"]
  - Look for spaces which give opportunities to hide a device
  - Encourage your colleagues to be vigilant - remember people are our most valuable asset
4. Search procedures
  - What to look for?
    - anything that should not be there
    - anything that cannot be accounted for
    - anything that is out of place
  - Who should search?
    - staff with the most familiarity with the place or area
    - the police will not normally search following receipt of a bomb call
  - How to search?
    - systematically - stewards and contractors with responsibilities for a defined area to prepare a plan that is simple, quick and effective
    - thoroughly - stewards and contractors to ensure that the whole area is searched with nothing left unchecked
  - When to search?
    - routinely - the start and finish of each day and when possible, in between times
    - when you are notified of a threat, whether general or specific
  - What happens if something is found?
    - do not touch it or move it
    - move everyone away from the object immediately
    - communicate what has been found to the Safety Co-ordinator or by calling "999" use hand held radios, phones, pagers only once out of the immediate vicinity of the object
    - the persons finding the object must remain on hand to brief the police on the exact location and description

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5. Crowd Control

- Communication is the most effective tool for crowd control - TALK to the audience
- let them know what you are doing and why so that there are no surprises
- explain the "rules" politely but firmly
  
- Despite all efforts someone may become unruly!
- apply reason and common sense
- discourage unruly behaviour through communication and restrained body language eg. Raise your hand in a halt sign in a firm but non-threatening manner - NOT in a balled fist!
- Prevent unauthorised actions eg. Climbing structures by impeding progress with your presence
- Do not chase after climbers, vaulters, streakers - one wayward sheep will quickly become a flock!
- Ensure the Safety Co-ordinator or other responsible person are aware of any incident
- Summon assistance earlier rather than later

6. Major or Serious incidents

Highly unlikely to occur but be prepared - look at your area of responsibility and consider:

- where incidents might occur
- what might occur
- how you would remove people from danger

Should an incident occur, the Chief Steward must NOT get involved in rescue work! The Chief Steward must ensure that the following information is passed to the emergency services - do not assume that this is being done by someone else:

- Casualties - severity, numbers
- Hazards - present and potential eg. Fire, further collapse of a structure
- Access - best route for emergency services
- Location - must be exact, pinpoint the site
- Emergency Services - what's present? What is required?
- Type of incident - structure collapse, explosion, criminal/non-criminal etc

Do's and Don'ts for Stewards

- try and form a cordon round the incident site
- encourage uninjured and "walking wounded" to leave the cordoned area
- do not attempt to rescue persons trapped - leave this for the emergency services
- only administer first aid if you have the skills to do so
- don't panic - unlike an incident on the street, the emergency services are on-site and will be there quickly - obey their instructions

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## FIRST AID/TRIAGE

The Safety Co-ordinator is in charge of the First Aiders

It is recognised that approximately 1-2% of an audience may seek First Aid help on a day and to ensure that adequate attention is given we will ensure that:

- There must be 2 First Aid personnel per 1000 audience members
- A First Aid station will be set up by the Boathouse and signposted. Stewards will be aware of where it is as will the whole company. The station will be manned by qualified and certificated staff
- There will be a vehicle available to use in case of an emergency during the production
- There will also be First Aiders identified in the cast/crew
- The First Aid Station will be signposted
- Any accident/incident will be documented in the Logbook
- First Aid personnel will be informed of where the acting areas are
- Contact can be made through the walkie talkie system
- there may be an onsite visit from an NHS ambulance manager if necessary
  
- Should access be required by Ambulance or Fire, they will use the North Drive access and meet on tarmac apron immediately to the south of Dundas Castle, where they will be met by the Safety Co-ordinator.

Whilst there is no recommendation for us to need a Doctor or Nurse onsite, we will identify any in the Cast/Crew in case of emergencies. The nearest Medical Centre is Queensferry Medical Centre [see contacts]

NOTE: The First Aid person is the only person who can call out an ambulance. Any incident that may require an ambulance should be referred directly to him.

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## AUDIENCE COMFORT

### 1. Signage

All audience areas and directions will be signposted

### 2. Ticket Collection/Programme sales

Tickets will be collected opposite the main car park

Cash sales area on route to the first acting area

### 3. Toilets

- Toilets for the performers are located beside the dressing rooms
- Toilets for the audience are marked on the plan and are visible and signposted
- There will be a wheelchair accessible toilet
- Maintenance of the toilets is the responsibility of the Company hired to provide them and will be carried out at various times during the day
- Servicing and emptying of the toilets will be carried out by the Company hired to provide them.
- Handwashing facilities are located in the toilets
- Handwipes and/or antibacterial soap is available at handwashing areas

### 4. Food/Water

Catering can be had from the Catering Company onsite

Water supplies are by the far end of the loch, near the toilet facilities

### 5. Information

- Lost property can be collected at the Stage Management portakabin [beside the First Aid] and there will be a logbook with details as to what was found
- A Lost people meeting point is identified as being at the First Aid Station
- A lost children meeting point is identified as being the First Aid Station
- Toilets, Water and First Aid are all signposted
- Any messages for company are relayed via Stewards to the Stage Manager who then passes it on to the relevant person at an appropriate time.

### 2. Waste

- rubbish should be collected in the relevant bins which are placed around the site
- bins are emptied by the ground staff after each performance
- catering waste is to be removed by the contractor
- toilet waste is to be removed by the contractor
- first aid waste is to be removed by the First Aid personnel
- Waste water is removed by the contractor

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3. Wet Weather

- In the event of extreme wet weather pre-performance which would cause the area to be deemed unsafe for the audience, the production would be cancelled after consultation from the Producers, Director and Safety Co-ordinator. In this event, a full refund of ticket money would be offered to the audience or a ticket for another performance date. This information would be communicated to the audience before entering the acting area or via the PA system and stewards would direct the audience to the Ticket Collection point and Ticket Sales who would be able to deal with requests.
- In the event of extreme wet weather after 1/2 hour into the performance, no refund is due to the audience [although this is with the discretion of the Producers]. The decision to stop the performance would be taken through consultation with the Producers, Director and Safety Co-ordinator and an announcement made through the PA system.
- In the event of High winds, the above procedure would also apply.

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**CROWD MANAGEMENT**

1. The management of the audience is discussed and agreed upon by the Steering Committee, Producers, Director, Stage Manager and Safety Co-ordinator with advice from the local Council and any Emergency Services
2. On performance days, the Safety Co-ordinator oversees the Stewards and allocates roles as applicable
3. The stewards have the responsibility of ensuring the safe movement of the audience from the entrance to each acting area and then to the exit at the end of the production.
4. Numbers of stewards - 16-50 [dependant upon a rota system and requirements]
5. Children in parties are the responsibility of the school and children with families are the responsibility of their parents. However, the stewards will always be watchful for the safety of the audience and will take what precautions they can to ensure this safety document is adhered to.

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## TRANSPORT MANAGEMENT

Transport management is co-ordinated and agreed upon by the Steering Committee in consultation with the Council and the relevant Emergency Services

6. Car parking will be co-ordinated by the Chief Steward [Traffic] and directed by the Car Parking Stewards
7. Temporary Traffic signs will be put in place by the RAC
8. Coaches will be parked on the Dundas Estate
9. Cars will be parked in the Trip Field off the South Drive
10. Cast/crew parking is in the Trip Field off the South Drive
11. Bikes will be parked in the Trip Field off the South Drive
12. Emergency access
  - marked on plan
  - should there be a need to evacuate, the Safety Co-ordinator will inform the Traffic Controller who may need to be advised by the Emergency Services of their requirements and advice.
13. Public Transport  
See Appendix on Public Transport Information
14. Wet Weather  
Tracking and rubble are in place on the entry to the field to prevent vehicles getting stuck in the field should wet weather have had an adverse effect. There will also be a tractor onsite should it be required to help tow vehicles out.
15. There will be traffic wardens on duty each day to direct the traffic flow

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## FIRE PRECAUTIONS

### 1. Terms:

- "Final exit" means the main escape route to safety
- "Means of escape" means escape routes to safety
- "Place of safety" means the place where people are no longer in danger
- "Occupant capacity" means the maximum number of people who can be safely accommodated at an area/venue

### 2. Where a fire could happen.

Fires could take place in any of the acting areas but specific risk areas are where there has been a wooden structure put in place as set; any areas with electrical equipment; any areas where we are using flame

### 3. Who initiates an evacuation and how?

- if the fire starts in the acting area, there will be an appointed actor who 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 performance area" The Stewards will then evacuate the site as per the plan.
- If the fire starts in the audience area, the steward should inform the Safety Co-ordinator by using the code "Mr Sands is in the house" and then they will either make the announcement via the PA or have the Sound Controller make the following announcement "Ladies and Gentlemen, due to an incident, we are stopping the show and ask that you follow the stewards to your nearest exit. Please follow the marked route."

### 4. What is available to deal with the fire.

- Fire extinguishers are available in the following places:
  - a. Stage Managers portakabin
  - b. Sound Control areas [provided by Sound Company]

Stewards and contractor personnel are trained in the use of equipment.

### 5. How to evacuate

[See Major incident section]

### 6. Special Needs

- People who may require help should either have been identified at the time of booking and stewards notified or make themselves known to the stewards on the day. Stewards will be able to keep a lookout for those who may require extra help in leaving the premises and help them accordingly.

### 7. Alternative Routes

Should the main escape route be blocked for any reason [crowd, equipment or transport] then an alternative route has been planned and marked accordingly. Stewards are aware of all escape routes and evacuation procedures. Any fences or walls that might be encountered have been marked on the plan.

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8. Fire proofing

All drapes being used/costumes that are near flames and artificial foliage should be flame proofed using retardant.

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POST SHOW

- Stage Manager ensures that:
  - they have checked in with the Director with regards to any notes
  - attends post show de-briefing
  
- Safety Co-ordinator ensures that:
  - Checks with the Producer with regards to any notes
  - all registers are collected from the Stage Manager
  - any stewarding duties that need to be re-allocated are done so
  - checks the site for any potential hazards that might affect the following day
  - Radios are re-charged
  - attends post show de-briefing
  
- Stewards must ensure that:
  - escape routes are clear
  - fire equipment is checked and returned if need be to storage area
  - all barriers and signage are in place
  - Radios are re-charged
  - any notes are given to the Head Steward
  - Head Steward must attend the post show de-briefing
  
- Ground staff must ensure that:
  - ticket area is cleared
  - programmes are cleared away
  - rubbish is collected and disposed of
  
- Sound personnel must ensure that:
  - mics are collected and stored in safe area
  - equipment is stored in safe area
  - they attend the post show de-briefing
  
- Props/Set personnel must ensure that:
  - The set is checked for any damage and repaired accordingly
  - The props are collected and stored in the safe place
  - They report any notes to the Stage Manager for the post show de-briefing
  
- Performers must ensure that:
  - costumes are hung up after performance. Any repairs must be given to the Wardrobe Mistress onsite. If any costume needs cleaning, they should take it home and bring it back the next day [unless the Wardrobe Mistress is in charge of this]. The dressing room should remain clean and tidy.
  - any props are given back to the Props Staff
  - any radio mics are handed back to the Sound staff
  - any problems are communicated to the Stage Manager for the post show de-briefing
  - children should remain with the Child Co-ordinator until picked up by the relevant person

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## MAJOR INCIDENT PLAN

1. What is a major incident?
  - a major incident is when the audience/company are in a life threatening situation
2. Who declares a major incident
  - the incident can only be declared as a major incident by the Safety Co-ordinator
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 Safety Co-ordinator immediately.
  - The Safety Co-ordinator 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 Major incident plan is then engaged and the Safety Co-ordinator will liaise with the Emergency Services as the main point of contact
4. Roles in an emergency:
  - Safety Co-ordinator is Liam Thirlwall and has responsibility for liaison with Emergency Services and overseeing the Major Incident Plan
  - Stage Manager is Shona McKee [responsible for evacuation of performers and crew] and reports directly to the Safety Co-ordinator
  - Press Liaison is Rachel Jones from Great Circle
5. Role of Safety Co-ordinator
  - When informed of an incident or potential risk, the Safety Co-ordinator will inform the Stage Manager and ensure that a public announcement is made via the PA system if deemed appropriate.
  - Call the relevant Emergency Services [see contact page] and await their advice on how to proceed
6. Role of Assistant Safety Co-ordinators [if applicable]
  - When informed of an incident or potential risk, the Assistant Co-ordinators ensure that evacuation procedures are carried out by stewards and/or company. If no Assistant in place, this role is carried out by the Safety Co-ordinator
  - When performers/crew are mustered at relevant Place of Safety, the Assistant [or Stage Manager] takes a register and reports via walkie talkie system to Safety Co-ordinator and then stays with the personnel unless otherwise directed
  - When audience are mustered, the Assistant checks to see if there are any known missing members and reports via walkie talkie system to Safety Co-ordinator and stays with the audience unless otherwise directed
7. Emergency routes
  - Emergency escape routes for the audience and company are marked on the plan and all stewards and company are aware of exits.
  - Emergency routes for the Emergency Services are marked on the Emergency plan and kept with the Safety Co-ordinator and Stage Manager.

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- Rendezvous points for the Emergency Services are marked on the plan
  
- 8. People with special needs
  - will either have been identified by stewards at the entrance of the audience and/or stewards will be informed to look out for such people and help them leave the site quickly and safely
  
- 9. Holding Areas
  - There will be several areas designated as Safety Areas [Car Park and the Lochside Acting Area 3] for the audience, performers and company and these are marked on the Emergency Plan
  - There will be a register of performers and company taken each day and kept with the Stage Manager who can then ensure all are present at the rendezvous points through liaison with the Safety Co-ordinator
  
- 10. Coded messages indicating a major incident if stewards are not in possession of radios.
  - the message to alert stewards is “Constable Eris must report to the control room”
  - the message to stand down is “Constable Eris is no longer required in the control room”
  - messages are given via the Public Address system by the Stage Manager or Sound personnel
  
- 11. Bomb Threat  
[take advice from Police on the procedure but evacuation would be decided after the Safety Co-ordinator had made an assessment of the risk]
  
- 12. Evacuation of audience
  - After the announcement to evacuate the site, the stewards will ensure that the audience are guided to the relevant Place of Safety and await further instructions from the (Assistant) Safety Co-ordinator
  
- 13. Evacuation of performers/crew
  - After the announcement to stop the show, the performers and crew should make their own way to the relevant Place of Safety and await further instructions from the (Assistant) Safety Co-ordinator
  
- 14. First Aid
  - Should First Aid be necessary, there is a First Aid point manned by qualified First Aid personnel. This will also become the Triage point for Emergency Services and the Ambulance loading point
  - The nearest hospital is St John’s Hospital, Howden Road West, Livingston and the easiest route to this is via the A90
  
- 15. Emergency Equipment
  - Fire equipment is available in the following areas:
    - fire extinguishers in acting areas
    - fire extinguishers beside sound control points
  
- 16. Documentation
  - All plans are held with the Safety Co-ordinator onsite

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- The Stage Manager has copies of Evacuation procedures and plans and registers of performers per performance
- The Safety Co-ordinator and Onsite Manager have copies of their evacuation procedures/plans and registers crew per performance
- Any incident must be reported in the logbook

17. Media

- All media liaison will be co-ordinated by the Press Officer and all statements to the Press may only be issued through the Press Officer

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## COMMUNICATION

1. All decisions must be documented during all phases of the event and collated post production by the Producers
2. Contacts [see appendix]
3. Communication onsite
  - there is a walkie talkie system
  - public announcements are made through the PA System
4. Reporting an incident  
We need to know the following:
  - **Casualties** – severity and numbers
  - **Hazards** – present and potential
  - **Access** – best route for emergency services
  - **Location** – must be exact, pinpoint the site
  - **Emergency services** – what’s present; what’s required?
  - **Type of incident** – structure collapse, fire, explosion, criminal, non-criminal?
5. Accidents  
RIDDOR [Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985] may require the reporting of a serious accident and need to know:
  - name
  - address
  - telephone no.
  - location address
  - details of accident/incident
    - all recorded in the logbook

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**LOAD OUT/BREAKDOWN**

The load out should be supervised by the relevant contractors and a de-brief held post production with all involved. Any incidents or recommendations made should be documented and adopted where applicable into the Health and Safety Policy for the future.

All equipment should be removed from site and stored away where applicable.

Any damages to equipment, set or props should be noted and repairs done at that stage.

Any hires need to be returned the following week

Costumes should be washed and dried and stored away in a suitable storage area.

Props should be returned and/or stored away in boxes that are suitably labelled

The set should be dismantled if a temporary structure and removed or stored. [the crosses may be staying onsite and if so, should be checked the following year for safety]

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**CONTACTS**

In any serious emergency call 999

1. Safety Co-ordinator –
2. Stage Manager –
3. Producer -
4. Co-Producer -
5. Director -
6. Police –
7. Hospital –
8. First aiders in company - on radios, contact via Head Steward
9. Ambulance - 999
10. Fire – Lauriston Place – 0131 228 2401
11. Child Protection –
12. Stewards [held by the Safety Co-ordinator]
13. Cast [held by the Stage Manager]

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PLANS

The plan should include:

1. Acting areas marked out
2. Toilets
3. Power points
4. Entrances/exits and audience movements
5. Barriers
6. Signage
7. Water facilities
8. Escape routes and any potential barriers [walls, fences]
9. A separate Emergency Plan [with emergency routes for services, rendezvous points for services, holding areas for personnel marked on it]

**Princes Street Easter Play 2007- Health and Safety Document  
[Draft SITE VERSION]**

**PERFORMANCE RISK ASSESSMENT**

Venue Address:Dundas Castle

Generic Risks

Production Title: “The Life of Jesus Christ”

Performance Dates:- 8-12 June 2005

Performance Time: 10.30 8<sup>th</sup>-11<sup>th</sup>; 2pm 12<sup>th</sup>

<b>HAZARD</b>	<b>GROUP AT RISK</b>	<b>CONTROL MEASURE</b>	<b>PERSON RESPONSIBLE</b>	<b>RISK (High/Medium/Low)</b>
Event is open air	Audience are subject to adverse weather conditions	1. Audience are informed at time of booking of nature of performance.	Dundas Administration	Low
Event is promenade	Audience subject to pitfalls of walking on uneven ground	1. Audience are informed at time of booking of nature of performance 2. all areas are well stewarded 3. stewards point out hazards and warned of any danger	Dundas Administration Head Steward Stewards	Medium
Duration is 4 ½ hours	Audience may get tired or suffer under the sun	There are First Aid personnel onsite and Stewards	First Aid Staff Stewards	Medium

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Age of audience may be predominantly schoolage	<ol style="list-style-type: none"> <li>1. Young children are more likely to injure themselves</li> <li>2. Young children are more likely to want to explore</li> <li>3. Higher risk of children going missing</li> </ol>	<ol style="list-style-type: none"> <li>1. Schools are given a risk assessment before booking</li> <li>2. Schools are informed of any dangers and encouraged to stay with pupils at all times</li> <li>3. All areas well stewarded</li> <li>4. Lost children area signposted and manned</li> <li>5. Child protection in place and stewards briefed</li> </ol>	Teachers Stewards Child protection Supervisor	Medium
No seating at performance	Audience could injure themselves due to not being able to see	<ol style="list-style-type: none"> <li>1. Stewards trained to look out for people with special needs and help</li> <li>2. Stewards aid audience move safely to each area</li> <li>3. Any uneven surfaces are either cordoned off or steward is posted</li> </ol>	Stewards	Medium
<b>HAZARD</b>	<b>GROUP AT RISK</b>	<b>CONTROL MEASURE</b>	<b>PERSON RESPONSIBLE</b>	<b>RISK (High/Medium/Low)</b>
Risk of fire at sound control points and on set	<ol style="list-style-type: none"> <li>1. Audience could be injured through fire</li> </ol>	<ol style="list-style-type: none"> <li>1. Sound control point has fire extinguisher</li> </ol>	Sound Company	Medium

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	<ul style="list-style-type: none"> <li>2. Audience could panic and cause a rush to exit</li> <li>3. Cast could be burnt</li> </ul>	<ul style="list-style-type: none"> <li>2. Stewards posted nearby to ensure safe evacuation</li> <li>3. Exits are marked</li> <li>4. Costumes fireproofed, actors briefed and extinguishers in each area</li> </ul>	<p>Stewards</p> <p>Stewards Costume supervisor</p>	<p>Medium</p> <p>Medium Medium</p>
Temporary structures in place on set	Structures could collapse and cause injury to audience	<ul style="list-style-type: none"> <li>1. Stewards are posted</li> <li>2. First Aid onsite</li> </ul>	<p>Stewards</p> <p>First Aid</p>	Medium
Large audience numbers	<ul style="list-style-type: none"> <li>1. Audience could be injured due to surging</li> <li>2. Higher risk of needing medical attention</li> </ul>	<ul style="list-style-type: none"> <li>1. Stewards ensure safe and controlled movement of audience</li> <li>2. First Aid onsite</li> </ul>	<p>Stewards</p> <p>First Aid</p>	Medium
There could be a power failure	Inability to make PA announcements could cause confusion	Loud hailer available onsite	Stewards	Medium
Abandonment of production	Audience could be irritable and surge to exits thus causing injuries	Stewards would be informed and posted to ensure safe exit	Stewards	Low
<b>HAZARD</b>	<b>GROUP AT RISK</b>	<b>CONTROL MEASURE</b>	<b>PERSON RESPONSIBLE</b>	<b>RISK (High/Medium/Low)</b>
Animals onsite	<ul style="list-style-type: none"> <li>1. Audience could be injured by animal</li> </ul>	<ul style="list-style-type: none"> <li>1. Animals under supervision of owners and allocated cast</li> </ul>	Animal owners	Low

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	2. Animal droppings could cause insanitary conditions	2. First Aid personnel aware 3. Site cleared where possible and animals kept in separate area	First Aid  Dundas Site Staff	
Loch onsite	Audience member could fall in and drown	1. Lochside has tape barrier 2. Stewards posted when audience moving and at lunchtime 3. Lifesaving equipment available at lochside 4. Lifesavers identified in cast/crew	Dundas Site Staff  Stewards  Dundas Site Staff  Producers/Stage Management	Medium
Uneven land surfaces	Audience could trip/fall and injure themselves	1. Stewards posted and audience made aware of dangers 2. Stewards help ensure safe movement of audience	Stewards	Medium
Raised areas for viewing	Audience could fall in an attempt to climb	Stewards help cast to move safely and make audience aware of hazards	Stewards	Medium

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Steep paths to and from acting areas	Audience could fall when leaving these areas	Stewards help cast to move safely and make audience aware of hazards	Stewards	Medium
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PERFORMANCE RISK ASSESSMENT

Venue Address:Dundas Castle

Acting Area 2

Production Title: “The Life of Jesus Christ”

Performance Dates:- 8-12 June 2005

Performance Time: 10.30 8<sup>th</sup>-11<sup>th</sup>; 2pm 12<sup>th</sup>

<b>HAZARD</b>	<b>GROUP AT RISK</b>	<b>CONTROL MEASURE</b>	<b>PERSON RESPONSIBLE</b>	<b>RISK (High/Medium/Low)</b>
Audience moving along narrow path to next area	Audience could be crushed whilst moving	Stewards posted to ensure safe movement of audience	Stewards	Medium
Fire onset	<ol style="list-style-type: none"> <li>1. Audience could interfere and suffer burns</li> <li>2. Cast could suffer burns</li> </ol>	<ol style="list-style-type: none"> <li>1. Stewards posted at fires when no cast present</li> <li>2. Costumes fireproofed and cast briefed</li> <li>3. First Aid onsite</li> <li>4. Fires put out immediately after use</li> </ol>	Stewards  Costume supervisor  First Aid Dundas Staff/Stage management	Medium

PERFORMANCE RISK ASSESSMENT

**Princes Street Easter Play 2007- Health and Safety Document  
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Venue Address:Dundas Castle

Acting Area 3/4/5

Production Title: “The Life of Jesus Christ”

Performance Dates:- 8-12 June 2005

Performance Time: 10.30 8<sup>th</sup>-11<sup>th</sup>; 2pm 12<sup>th</sup>

<b>HAZARD</b>	<b>GROUP AT RISK</b>	<b>CONTROL MEASURE</b>	<b>PERSON RESPONSIBLE</b>	<b>RISK (High/Medium/Low)</b>
Audience have to move to raised area for viewing and then to next area	Audience could slip and fall especially if wet weather	Stewards posted to ensure audience move safely	Stewards	Medium
Narrow path to entrance of walled garden	Audience could be crushed whilst moving	Actors will guide audience to the correct area	Actors	Medium
Different areas within the garden	Audience could be confused and therefore cause a crush	Stewards aware of different exits	Stewards	Medium
Garden is an enclosed area	Audience evacuation is more difficult	Stewards aware of different exits	Stewards	Medium
Temporary structures in this area	<ol style="list-style-type: none"> <li>1. Audience could injure themselves on loose part of structures</li> <li>2. Structure could collapse and injure audience members</li> </ol>	Site Staff check structures pre performance	Dundas Site Staff/Stage Management	Medium

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<b>HAZARD</b>	<b>GROUP AT RISK</b>	<b>CONTROL MEASURE</b>	<b>PERSON RESPONSIBLE</b>	<b>RISK (High/Medium/Low)</b>
Fire onset	<ol style="list-style-type: none"> <li>1. Audience could interfere and suffer burns</li> <li>2. Cast could suffer burns</li> </ol>	Stewards ensure that audience are kept at safe distance and that the fire is out when scene finished	Stewards  Costume Supervisor Cast	Medium
Wooden crosses in this area	<ol style="list-style-type: none"> <li>1. Crosses could collapse and cause injuries to audience</li> <li>2. Cast could suffer injuries due to falling or equipment failure</li> </ol>	<ol style="list-style-type: none"> <li>1. Crosses checked each day</li> <li>2. Cross rehearsals held with all cast who are briefed on safety procedures</li> </ol>	Stage Management  Cast	Medium
Audience move to main exit after the final scene	There may be a rush to leave and thus cause crush injuries	Stewards ensure safe and controlled movement of audience	Stewards	Medium

APPENDIX 32 – HEALTH AND SAFETY POLICY EASTER PLAY

**PRINCES STREET EASTER PLAY 2007**

**HEALTH AND SAFETY POLICY**

**Endorsement**

This Health and Safety Policy is updated by Gillian Cook on behalf of the Steering Group of the Princes Street Easter Play 2007. It was endorsed by the Trustees of the Princes Street Easter Play 2007 and the City of Edinburgh Council at EPOG on [\*\*\*\*\*] 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 the 2005/06 performances.

**Trustees**

Councillor Ewan Aitken

Councillor Michael Dixon

Charlotte de Klee

Ronald Munro

Luke Russell

Dr Rachel Wood

**Steering group:** Gillian Cook (Producer), Suzanne Lofthus (Director), Mike Frew (Press & Media), David Hurst (Safety Co-ordinator), Stewart Inglis (Treasurer), Julian Dines (Sound), Pauline Hurst (Administration), with secretarial support from Brenda Cohen.

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**Princes Street Easter Play 2007- Health and Safety Document  
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## **1. Introduction**

The "Princes Street Easter Play 2007" is being produced by Gillian Cook under the auspices of the Trustees of the Princes Street Easter Play. The Trust was established in August 2004 and is a recognised Scottish charity (SC035933) 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 the crucifixion and resurrection of Jesus and was first performed on Easter Saturday in 2005 and again in 2006. Again, this year the Play will take place on Easter Saturday, being 7 April 2007. The Play is being staged for the benefit of people in Edinburgh 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 W. Princes St. Gardens and is a promenade performance in 8 acting areas (i.e. the audience move with the actors as the play progresses around 6 different parts of the Gardens), lasting just over 2 hours. The event is free and un-ticketed in that no tickets will be issued on the day or in advance. 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 Princes St Easter Play on Friday 6 April and Saturday 7 April. The Gardens themselves can safely take well in excess of 5000 people and both W. Princes St. Gardens North (north of the railway line) and W. Princes St. Gardens South (south of the railway line) will remain open throughout the performance. At no time will the gates to the gardens be closed to the public outwith the usual closing times because of either rehearsals or performance of the play, unless under the instruction from Edinburgh City Council.

After the performance, the Cross will be moved to W. Princes St. Gardens South and remain there until Thursday 12 April. The Cross will be supervised and illuminated from 8pm until midnight so that it can be seen from Princes Street.

### 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 6 and 7<sup>th</sup> April 2007 in respect of the performance of the play and for the evenings (8pm - midnight) of the 7<sup>th</sup> -11th April 2007 for the purposes of illuminating 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 6 April, the producer will be responsible for ensuring this policy is implemented on-site. On Saturday 7 April, the Chief Steward will share responsibility for ensuring this policy is implemented on-site with the producer.

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

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Roles

The producer of the play is Gillian Cook. The following table shows the lines of accountability up to the moment that the production commences on 6 April 2007:

Producer			
Director	Safety coordinator	Media Officer	Gardens liaison (Easter Play steering group member)
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 6 April, should any safety issues arise, 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 Princes Street Easter Play 2007, 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 debrief on the 6<sup>th</sup> April and on 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

Familiarisation

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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 of the 2005/06 performance and similar productions at Dundas Castle and in England indicates 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  
Princes Street Easter Play 2007**

## **2. Buildup**

### Venue for the performance

The performance will take place in six acting areas in W. Princes St. Gardens (North) commencing in the area to the west of the Ross Theatre and to the east of the fountain. 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 between fountain and Ross Theatre
- 2 Grassy area immediately east of Ross Theatre and north of central path
- 3 Grassy area immediately east of Ross Theatre and south of central path
- 4 Shelter between Frederick Street entrance and Floral Clock entrance
- 5 War memorial
- 6 Grassy area adjacent to railway to the east of Ross Theatre
- 7 Statue adjacent to Acting Area 6 (beside central path)
- 8 Section of ground immediately east of Acting Area 4

NB: There will be no audience moves required between Acting Areas 2 and 3 and from 6 onwards. The transition from 2 to 3 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. Princes Street 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: the ramped entrance opposite Castle Street;
3. Ross: the ramped entrance opposite the Ross Theatre;
4. Frederick Street: the ramped entrance opposite Frederick Street;
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. King's Stable Road: the entrance over the railway leading from King's Stable Road
9. St Cuthbert's: the entrance to St Cuthbert's Church from the West end of the Gardens.

Other than the two entrances (6 and 7) 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

All entrances to W. Princes St. Gardens will remain open to the public as usual. This is as in the 2006 performance and was an important difference from the 2005 performance, where the Gardens South were kept closed throughout the day of the performance. As the Gardens South will not be used for any aspect of the performance this year, it is not considered necessary to restrict access to them.

Disabled access will be via the King's Stable Road (8), which is flat, or through the Princes Street entrances (2-4) which are sloped. 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 7 April. However, there will be no difficulty for Network Rail obtaining access in an emergency since the Gardens South will be unaffected by the performance.

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 will have access to the Ross Theatre and this will be used for changing prior to the production. (Marshals will have access to St Johns Church.) Any costume changes and microphone changes required during the performance will be done either at the Ross Theatre or 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. One of these will utilise existing buildings: the control centre for acting area 4 will be at the shelter on the promenade forming the backdrop for the performance (S3). The other three sound control centres (S1 and S2) will be housed in three temporary buildings (flatpack garden sheds). The crew will erect these on 6 April and remove them after the performance on 7 April, except S1 which will be moved to position S5 and used to store the generator used for illuminating the Cross.

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:

- 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 will be used on the top path during the time of

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construction of acting area 4. 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 public should walk to the south side of the path at this point. Access along this path will only be closed temporarily for the short period of time when acting is taking place at this scene. Estimated time 20mins. Barriers 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

The Press is coordinated by the Media Officer. All press 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 6-12 April 2007. Works prior to 6 April are not covered by this document. On Friday 6 April and Saturday 7 April, the Cross will be mounted on a permanent base at acting area 6. (It may be necessary to test the Cross assembly either on site or elsewhere prior to Friday 6 April.) After the performance on Saturday 7 April, the Cross will be moved to the permanent base in the Gardens South. On Thursday 12 April, the Cross will be removed from the Gardens. The work plan is shown below:

Timetable for 6-7 April

<b>Friday 6 April</b>	
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
18:00	Rehearsal debrief starts
19:00	Rehearsal debrief ends

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20:00

Gardens close

**Saturday 7 April**

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
9:30	Dress rehearsal starts
11:00	Hot drinks for marshals
12:00	Dress rehearsal ends
12:00	Lunch for cast
12:30	Lunch for marshals (first sitting)
13:00	Marshals arrive (gate teams)
13:00	First aiders arrive
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	Performance commences (see chapter 4)

Coordination

The above timetable has been agreed with the Council. In particular, a 14:35 start to the performance has been agreed. (The start time will be advertised as 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 will be minimal as maximum use will be made of the setting, fixtures and fittings already present in the garden. The principal item in the set will be the installation of a wooden cross and supporting infrastructure. 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 dress rehearsal on Saturday 6 April, all relevant structures will be checked by the Council Safety Licensing Officer who grants the Performing Licence. A separate rehearsal will take place on Friday 7 April in relation to the Cross scene. All relevant contractors are required to be present for the technical rehearsal on Friday and dress rehearsal on Saturday.

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

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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 or cable mats over where the public cross) and set up in advance of the technical rehearsal. Sound checks will be performed prior to the 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 dress rehearsal. 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 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.

Technical rehearsal

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

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

If the weather does not permit a technical rehearsal to take place (either because it is unsafe or would damage the sound equipment, e.g. driving rain), the technical rehearsal will be combined with the dress rehearsal on Saturday morning.

#### **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.

Princes Street 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

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

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**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, seven of which provide external access to W. Princes St. Gardens North, three of which provide external access to W. Princes St. Gardens South and two of which (Floral Clock South, 6, and Central Footbridge, 7) provides connecting access. Both the Gardens North and Gardens South will remain open throughout the day of the performance.

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. We expect that W. Princes St. Gardens South will be largely unaffected by the play.

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 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

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along the way. In 2006, with better weather and lighting conditions, the play again attracted a large crowd, estimated to be close to 4000 at its peak.

The numbers attending both previous performances give a guideline as to the number of people that might be expected in 2007. 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 2005/6, do not feel it necessary to come again.

As in 2005/6, 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 Princes Street. 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. As a result, the location of the final acting area for the 2007 performance will remain the same as 2006.

#### Chief Steward and Crowd Numbers

From his arrival on the morning of Saturday 7 April, 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.

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:

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- ordering stewards or marshals to close entrances to the park or to treat them as exits only;
- ordering 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 Princes Street Gardens;
- alerting the police detail on duty and request their assistance to facilitate the above action;
- asking 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 Princes Street 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 50 people comprising a Chief Steward, Deputy Chief Steward and five stewards, who are all off-duty police officers, and approximately 45 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 Saturday 7 April is at Annex F. The outline timetable for each team on Saturday 7 April 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 five stewards, one of each of the four pairs of marshals on duty at acting areas and one of each of the nine pairs of marshals responsible for an entrance. Other marshals will be able to communicate through one of these persons without too much 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.

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.

<b>Item</b>	<b>Best match</b>
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

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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
<b>Total score</b>	<b>23</b> (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 located in the rear of the Ross Theatre. This is marked FA on the site plan (Annex A). On the basis of advice from the Council Safety Licensing Officer, there will not be an ambulance present on-site. 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 7 April (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 Princes Street 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).

**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 directed by stewards or marshals to the first aid point. 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

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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 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.

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.

**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

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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.

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

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Health and Safety Policy Document for "The Princess St Easter Play"  
Updated March 2007

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.
- 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" must be nominated and approved (policed 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.

ii) Changing facilities in the gardens will be provided that a room for children only. Adults allowed into this room are the Childrens Co-ordinator, Director, 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 by the Children’s co-ordinator 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, or 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 Coordinator

You must not .....

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- 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

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Saturday 7 Apr 2007 is one week into British Summer Time, which begins on Sunday 25 March). Sunset will be at about 20:02 for Edinburgh (55N57, 3W13)<sup>1</sup>. 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:

<b>Relevant person</b>	<b>Person wishing to leave</b>
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 garden's co ordinator 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:**

- 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

On the night of Saturday 7 April and every subsequent night up to and including Wednesday 11 April, the Cross will be illuminated by means of a floodlight powered by a petrol driven

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<sup>1</sup> <http://www.timeanddate.com/worldclock/astronomy.html>

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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 Princes Street 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 Princes Street 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;
- 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.

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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. This is provisionally scheduled for [week commencing 23rd April]. It is hoped that the Easter play will become established an annual event and lessons learned will be compiled for use in preparing the 2008 health and safety policy, as indeed lessons have been learned from 2005/06.

## **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 the

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

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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 6 and 7 April. 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.

#### 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

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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 Princes Street Gardens (West) showing activity by the Company is attached separately.

**KEY**

<b>Symbol</b>	<b>Meaning</b>
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

**ANNEX B**

**CONTACTS**

<b>Role</b>	<b>Name</b>	<b>Number</b>
<b>Producer</b>	<b>Gillian Cook</b>	<b>07784 667 544</b>
<b>Director</b>	<b>Suzanne Lofthus</b>	<b>07773 195 426</b>
Base Co-ordinator	Pauline Hurst	07974 103 288
Cross engineer 1	Douglas Johnstone	
Cross engineer 2	Steve Robinson	07712 671 004
Stage manager	Kelly Butterfield	
Sound specification	Julian Dines	07762 895 115
Sound contractor	Cameron Crosby	
Van man	Robert Gardiner	
Usher Hall	John Stout	07931 504 577
<b>Safety coordinator</b>		
<b>Chief Steward</b>	<b>Robin Turton</b>	<b>07795 323 115</b>
<b>Deputy Chief Steward</b>		
Council Safety Licensing Officer	Brian Sibbald	07836 660 370
Council Public Safety Officer	Tom O'Brien	07788 565 257
Council Culture and Leisure	James Hunter	07831 848 149

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ICP1 (cottage)	--	0131 225 6844
Police HQ (Fettes)	--	0131 311 3131
First aid		
Fire		
Child Protection Officer	<b>Suzanne Lofthus</b>	<b>07773 195 426</b>
Head gardener	Dave Dorwood	0131 225 6844
<b>Media officer</b>	<b>Mike Frew</b>	<b>0131 466 5308</b>

## 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
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 to leave at any point by virtue of being in the shelter nearby (shop etc) be requested if the prevent cast slipping during rehearsal.
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 all relevant repairs and undertaken where necessary. public ascending/descending promenade across AA5.
H03	Duration of the performance being 135 minutes giving rise to coldness, tiredness etc	Audience, actors	Medium	Medium	Audience is free to leave. Plenty of seating in the area.
H04	Injury due to not being able to see/hear	Audience	Medium	Medium	Stewards will provide good line of sight to audience members.
H05	Equipment fire at a sound desk leading to fire-related injuries.	Audience and Crew	Low	High	Fire extinguisher available. First aid is present on site.

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H06	Equipment fire at a sound desk leading to panic and a rush to exit	Audience and company	Low	High	Stewards posted n there is a safe evacu space.
H07	Major or serious incident adjacent to performance area requiring emergency vehicles to have access through Princes Street Gardens.	Audience and company	Low	High	Chief Steward wo follow evacuation p
H08	Structures could collapse and cause injury	Audience and company	Low	High	Stewards are poste first aid is on-site designed properly have completed rele
H09	Surging could cause injuries	Audience	Low	High	Stewards ensure movement of audie to be compliant
H10	Someone might need medical attention	Anyone	Medium	Low	First aid on-site and
H11	Inability to make public address announcements causing confusion	Audience and company	Low	Medium	Loud hailers will b stewards. Chief S stewards mobile Stewards know the contingency plans
H12	Existing structures (statues, trees) and temporary structures (e.g. sound cabling) pose a tripping hazard.	Audience and company	Medium	Medium	Stewards posted to c of audience. Barr control access Contractors will ma
H13	Disruption from drunks	Audience and company	Medium	Medium	Stewards trained to activity
H14	Disruption from pickpockets	Audience	Medium	Low	Stewards will be wa
H15	Cross could collapse.	Audience and company	Medium	High	Careful design by c Audience will be ke stewards. After Cross will be move
H16	Sudden rush to depart at end of performance causing injury	Audience and stewards	Medium	High	Audience departure stewards.

## ANNEX D

### 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)

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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 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.

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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.

## **ANNEX E**

### **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 Friday 6 April and Saturday 7 April 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.

**ANNEX F**

**STEWARDING CHRONOLOGY FOR SATURDAY 7 APRIL**

**Pre-performance (TBC)**

<b>Time</b>	<b>Event</b>
8:00	<ul style="list-style-type: none"> <li>• W. Princes St. Gardens (North) open</li> <li>• Chief Steward arrives</li> <li>• Team A arrives. These marshals shall be present on-site from the opening of Princes Street 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.</li> <li>• Team A briefed by Chief Steward.</li> </ul>
8:15	<ul style="list-style-type: none"> <li>• Team A moves into position</li> </ul>
9:00	<ul style="list-style-type: none"> <li>• Teams C-E arrive. Briefing from Chief Steward.</li> </ul>
9:30	<ul style="list-style-type: none"> <li>• Team C-E follow dress rehearsal and manage any members of the public who follow it.</li> </ul>
11:00	<ul style="list-style-type: none"> <li>• Hot drinks for nibbles for marshals on location</li> </ul>
12:30	<ul style="list-style-type: none"> <li>• Lunch and briefing for teams C and D (14)</li> </ul>
13:00	<ul style="list-style-type: none"> <li>• Lunch and briefing for team A and E (19).</li> <li>• Team B arrives.</li> <li>• Team B briefed by Chief Steward on matters arising.</li> </ul>
13:30	<ul style="list-style-type: none"> <li>• Team B on duty at entrances.</li> </ul>
14:00	<ul style="list-style-type: none"> <li>• Stewards and marshals move to their 14:00 positions.</li> </ul>
14:30	<ul style="list-style-type: none"> <li>• Final decision to proceed is made.</li> </ul>

For more details about individual team duties see Annex G.

**Performance (TBC)**

<b>Time</b>	<b>Duration</b>	<b>Event</b>	<b>Steward/marshal activity</b>
<b>Start</b>	<b>Duration (mins)</b>	<b>AA = Acting Area</b>	
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.

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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.

Time	Duration	Event	Steward/marshal activity
Start	(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.

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Marshals (teams D and E) gently encourage audience to move out of the Gardens.

**Post-Performance**

<b>Time</b>	<b>Event</b>
17:15-20:00	<ul style="list-style-type: none"><li>• 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.</li></ul>
20:00	<ul style="list-style-type: none"><li>• W. Princes St. Gardens South vacated and locked apart from setting up cross watch.</li></ul>
20:00	<ul style="list-style-type: none"><li>• Site vacated and all props, sound equipment etc packed up.</li></ul>
20:20	<ul style="list-style-type: none"><li>• Sunset</li></ul>
20:30	<ul style="list-style-type: none"><li>• Cross illuminated and cross watch underway.</li></ul>

## ANNEX G

### OUTLINE TIMETABLES FOR EACH TEAM

#### Summary

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

**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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<b>Chief steward</b>	
<b>Specific duty:</b>	<b>Overall responsibility for stewards and marshals and public health and safety during the performance</b>
<b>Schedule</b>	
<b>Time</b>	<b>Function</b>
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

<b>Team A</b>	<b>1 steward (A0) and n marshals (TBC)</b>
<b>Specific duty:</b>	<b>Protection of the equipment at each acting area (2 marshals per area).</b>
<b>Schedule</b>	
<b>Time</b>	<b>Function</b>
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.)

<b>Name</b>	<b>No</b>	<b>Start</b>	<b>End</b>	<b>Area</b>
<b>Steward</b>	<b>A0 (a.m.)</b>	<b>8 a.m.</b>	<b>1 p.m. *</b>	
<b>Steward</b>	<b>A0 (p.m.)</b>	<b>1 p.m.</b>	<b>6 p.m.</b>	
	A1	8 a.m.	End	
	A2	8 a.m.	End	
	A3	<b>9 a.m.</b>	<b>1 p.m. **</b>	
	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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<b>Team B</b>	<b>1 steward (B0) and n marshals (TBC): 2 at each of public entrances 1-9</b>
<b>Specific duty:</b>	<b>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.</b>
<b>Schedule</b>	
<b>Time</b>	<b>Function</b>
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

<b>Name</b>	<b>No</b>	<b>Start</b>	<b>Finish</b>	<b>Gate</b>
<b>Steward</b>	<b>B0</b>	<b>1 p.m.</b>	<b>7 p.m.</b>	
	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.	<b>5:30 p.m.</b>	
	B7	1 p.m.	End	
	B8	1 p.m.	6 p.m.	
	B9	1 p.m.	End	
	B10	1 p.m.	<b>5:30 p.m.</b>	
	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			

<b>Team C</b>	<b>1 steward (C0) and n marshals (TBC)</b>
<b>Specific duty:</b>	<b>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.</b>
<b>Schedule</b>	
<b>Time</b>	<b>Function</b>
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.

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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

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

<b>Team D</b>	<b>1 steward (D0) and n marshals (TBC)</b>
<b>Specific duty:</b>	<b>Assisting during dress rehearsal and looking after the audience at acting areas 1, 3 and 5 and transitions.</b>
<b>Schedule</b>	
<b>Time</b>	<b>Function</b>
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.

<b>Name</b>	<b>No</b>	<b>Start</b>	<b>Finish</b>
<b>Steward</b>	<b>D0</b>	<b>9 a.m.</b>	<b>5 p.m.</b>
	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

<b>Team E</b>	<b>1 steward (E0) and n marshals (TBC)</b>
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<b>Specific duty:</b>	<b>Assisting during dress rehearsal and looking after the audience at acting areas 2, 4, 6, 7 and 8 and transitions (TBC).</b>
<b>Schedule</b>	
<b>Time</b>	<b>Function</b>
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.

<b>Name</b>	<b>No</b>	<b>Start</b>	<b>Finish</b>
<b>Steward</b>	<b>E0</b>	<b>9 a.m.</b>	<b>End</b>
	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.	<b>5 p.m.</b>
	E8	9 a.m.	End
	E9	9 a.m.	End

**ANNEX H  
PARENTAL CONSENT FORM**

**Dear Parent/Guardian,**

Thank you for letting your young person join us in this year's production of the Princes Street 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. Adult members of the cast will all be busy getting into their own costumes.
- 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

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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 Princes Street Easter Play

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

**NAME OF CHILD**

**DATE**

**NOMINATED PERSON**

**SIGNATURE**

**NAME OF PARENT**

**SIGNATURE**

Princes St. Easter Play Trust, PO BOX 17283, Edinburgh EH12 9TF

[www.easterplay.org](http://www.easterplay.org)

[enquiries@easterplay.org](mailto:enquiries@easterplay.org)

**PRINCES STREET EASTER PLAY TRUST**

**SAFETY COORDINATOR INFORMATION PACK**

**Contents**

Annex A	Job Description
Annex B	Safety Coordinator Task Timeline
Annex C	Document Index
Annex D	Handy Items on Site

**Andrew Mott**  
**Safety Coordinator 2005 and 2006**

**ANNEX A**  
**JOB DESCRIPTION**

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The principal role of the safety coordinator is to ensure that the performance venue is safe for members of the public before, during and after the performance. The other main function of the safety coordinator is to ensure that the right precautions are in place to protect the cast and crew during rehearsals and set construction work. The safety coordinator is responsible for health and safety policy but not the *implementation* of that policy -- this is the responsibility of the Chief Steward, constructors, producer etc.

Main duties:

- prepare the health and safety policy, making sure that it complies with relevant legislation and the requirements of the City of Edinburgh Council;
- recruiting the Chief Steward, stewards and marshals;
- brief and consult with the Chief Steward from time to time;
- attend steering group meetings with a view to advising on the health and safety implications of options being considered by the group;
- attend City of Edinburgh Council's Events Planning and Operations Group (EPOG), together with the producer, and report back to the steering group;
- attend prayer meetings or at least identify issues of concern;
- arranging any training or briefing required for the cast, crew, stewards and marshals in good time for the performance;
- attend post-performance debriefing meetings; and
- such other duties as the producer may from time to time confer.

The safety coordinator reports to the producer.

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**ANNEX B  
SAFETY COORDINATOR TASK TIMELINE**

<b>Time prior to performance</b>	<b>Task/event</b>
<b>1 year to go</b>	<b>Commitment about 2-3 hours / week with some flexibility</b>
Every month	Steering group
Every month	Update draft health and safety document [1]
Every month	Identify health and safety issues arising from any changes to previous year's arrangements
6 months	Recruit Chief Steward
5 months	Ensure child protection policy established in time for any necessary disclosures to be obtained before children at rehearsals
5 months	First EPOG [2]
<b>3 months to go</b>	<b>Commitment about 7-10 hours / week until performance</b>
3 months	Steering group
3 months	Contact last year's marshals [3],[4]
3 months	Circulate health and safety document to steering group
9 weeks ahead	Steering group
8 weeks ahead	EPOG
6 weeks ahead	Steering group
4 weeks ahead	Final script for cast health and safety briefing[5]
4 weeks ahead	Final health and safety document circulated to steering group
3 weeks ahead	Pass design agreed [6], [7], [8]
3 weeks ahead	Final map agreed – arrange production (one each) [9]
3 weeks ahead	Final steering group
3 weeks ahead	Cast: health and safety briefing
2 weeks ahead	Training sessions [10] for marshals with: <ul style="list-style-type: none"> <li>• written briefs (one each) [11]</li> <li>• job descriptions (one each) [12]</li> <li>• nameplate for photos</li> <li>• timetables (pro forma for completion)</li> </ul>
2 weeks ahead	Steward names for programme
2 weeks ahead	Final pre-performance EPOG
Final week	Finalising marshalling arrangements
Final week	Contingency marshal briefing
Final week	Preparation of passes
Good Friday	On-site 8 a.m.-8 p.m.
	Cross assembly on-site
	Cross rehearsal / technical rehearsal
	Final health and safety briefing
<b>Easter Saturday</b>	<b>On-site 8 a.m.-8 p.m. Performance</b>
	Post-performance debrief with stewards
Following Thursday	Cross taken off site
1-2 weeks after	Thanksgiving service
Within 1-2 months	Steering group debrief
Within 1-2 months	EPOG debrief

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**ANNEX C  
DOCUMENT INDEX**

<b>Ref</b>	<b>Document</b>	<b>Filename</b>
[1]	(a) Health and safety policy 2005 (b) Health and safety policy 2006 (NB. Documents constructed using "Fields" so care needed when printing.)	
[2]	(a) EPOG minutes (2005 production): 6 Dec 2004 25 Jan 2005 8 Mar 2005 19 Apr 2005 (debrief) (b) EPOG minutes (2006 production): 2 Nov 2005 21 Feb 2006 4 Apr 2006 9 May 2006 (debrief) (NB. Council minutes and Company minutes)	
[3]	Marshal enquiry information sheet (2006)	
[4]	Contact details for 2006 marshals	
[5]	Cast health and safety briefing (2006)	
[6]	Pass template (production) -- no photo	
[7]	Pass template (marshal) – space for photo	
[8]	Pass template (vehicle)	
[9]	(a) Map 2005 (b) Map 2006	
[10]	Marshal training information sheet	
[11]	Marshal's written brief	
[12]	Marshal's job description	

**ANNEX D  
HANDY ITEMS ON SITE**

The following items are useful for preparations on the day prior to the performance and that they have the performance itself.

**Paperwork**

The safety coordinator should carry a folder containing:

- Marshal job description
- Marshal written brief
- Hour-by-hour activity sheet
- Health and safety document which should include: telephone numbers of all personnel, council officials and emergency service control centres; and duty rosters for all stewards and marshals.
- Site access list identifying everybody who has a pass

**Princes Street Easter Play 2007- Health and Safety Document  
[Draft SITE VERSION]**

- Method statements for the assembly of any significant structures (e.g. pilots Palace and the Cross)
- Small-scale and large-scale maps
- City of Edinburgh Council's events safety plan

It is helpful if the folder is waterproof in case of bad weather. A folder with a plastic cover containing transparent plastic wallets in which each page is placed works well.

**Other items**

The safety coordinator should have available (best in a rucksack):

- food and drink for himself;
- plasters and elementary first aid;
- penknife and strong plastic tape for quick repairs;
- several pens to annotate changes to the plans;
- dark glasses and suncream in case of good weather (dark glasses also prevent members of the public asking questions which is important in times of high concentration);
- spare paper to leave messages;
- waterproof trousers, top and hat in case of bad weather;
- torch in case operations run into the late evening;
- luminous tabard, preferably distinct from other marshals;
- mobile telephone; and
- motivational chocolate to hand out to stewards and marshals on remote duties!