

**Event Manual
and
Safety Plan**

**To Commemorate
the 1000th Anniversary of the
Battle of Carham 1018**

**Saturday 7th
Sunday 8th
July
2018**

Event Safety Plan

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1. Description of Event

This event will be a living history and battle re-enactment display based on the Battle of Carham 1018 and the times and events of one thousand years ago. It is to be held on the Holme Field at Carham on the south bank of the River Tweed, on the probable site of the actual battle. It is expected that the event will attract 1000 to 1500 visitors per day.

The Carham 1018 event will be a two day outdoor event being held on the 7th and 8th of July 2018.

The event will portray the life and times of the peoples of one thousand years ago, a time when the nations of England and Scotland were in the process of forming into the nations we know today. A group of experienced battle re-enactors will be carrying out the recreation of the Battle of Carham, an event that split the ancient Kingdom of Northumbria and fixed the Border between England and Scotland along the line of the River Tweed. The living history site will show how people at the time of the first millennium would have lived and will include demonstrations of cooking, sewing, medication and weapon making. Members of the public will be encouraged to talk to the re-enactors, who will explain their various crafts and expertise. There will be drill displays and battle and skirmish demonstrations throughout the day.

Aim

The aim of the plan is to ensure, so far as is reasonably practicable, the safety of the spectators and their enjoyment of the event, and to promote a unified, co-ordinated response to any emergency that might arise.

Objectives

To achieve this aim the objectives of the plan are:

- To identify the roles, duties and responsibilities for each organisation.

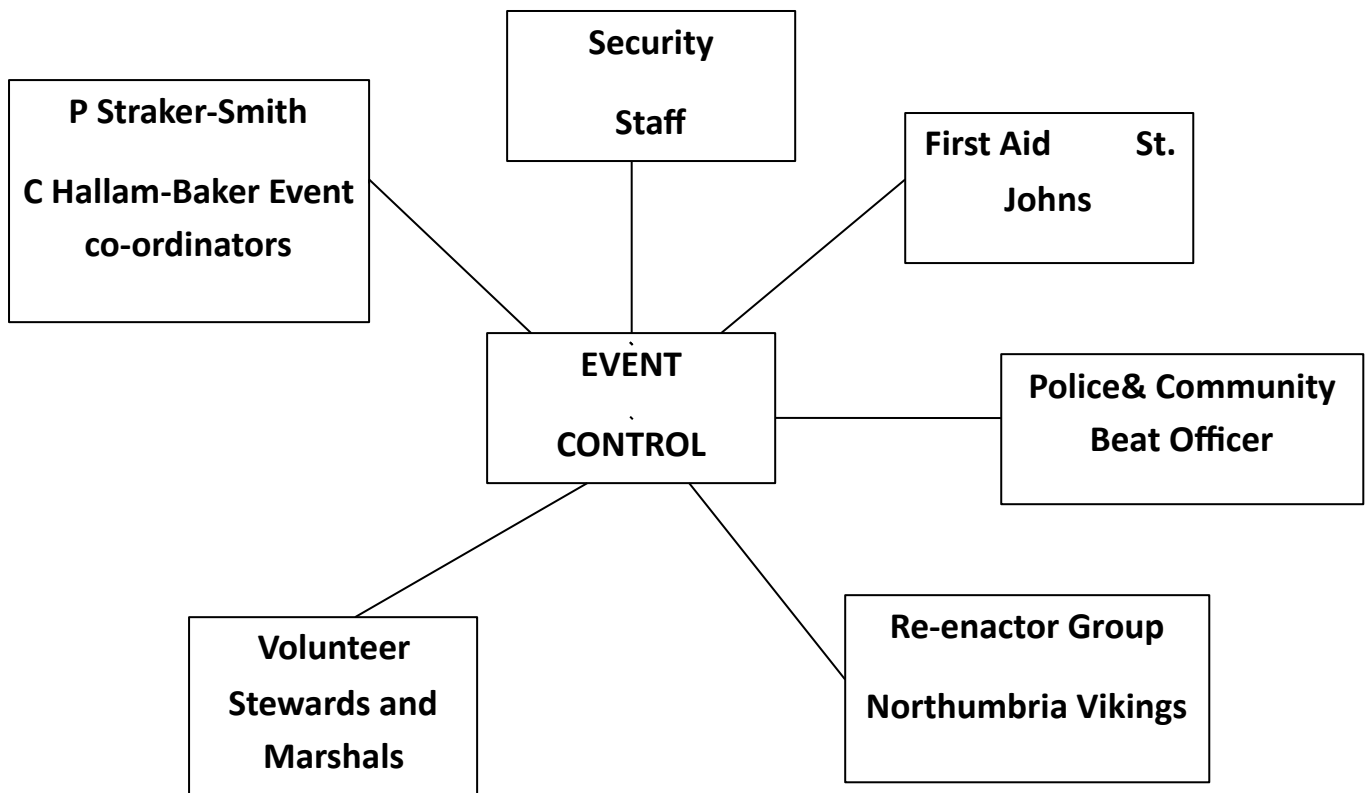
- To identify lines of communication and control
- To identify safety measures and their implementation

2. Organisers

The event is organised by The Battlefields Trust (North East and Borders Region) and the Carham 1018 Society.

The event will be delivered in line with the Health and safety Executive guidance 'Event Safety Guide'. This plan has been produced and agreed by the Battlefield Trust and the Carham 1018 Society with advice and guidance from the main re-enactment group, Northumbria Vikings and the landowners of the Carham site.

3. The Event Management Structure.



4. Site Set Up

The site is the 23 hectare Holme Field in Carham. This is on the south side of the River Tweed between St Cuthbert's Church, Carham and Carham Hall (Postcode TD12 4RW). It lies between the River Tweed and the B 6350 Kelso to Cornhill on Tweed road. The site is open meadow land and will be divided into separate and distinct sections to be used for the battle re-enactment, the living history display, the re-enactors' weekend (plastic) campsite, and the public car park. There is an ideal viewing area on the top of a river terrace that overlooks the battle re-enactment space. There is a wide, double gate entry point to the field and a separate exit. The entrance will be made an exit at the end of the performance to provide separate East and West exits to the main road. This field provides ample space, and more, for the most optimistic numbers of spectators predicted.

A site plan is shown in appendix 2.

5. Event Itinerary

Later when confirmed

6. Event Safety

Stewarding Resources

A stewarding ratio of 1: 200 will be provided. Appropriate training will be arranged.

Peter Straker-Smith and Clive Hallam-Baker will act as Event Co-ordinators on behalf of the Carham 1018 Society and Battlefields Trust respectively. They will be responsible for co-ordinating the set up operation and the various activities of those involved in the delivery of the event. They and others will be in radio communication throughout the event. They will be in contact with the re-enactors PA system.

Re-enactor Groups

Members of the re-enactor groups will also act as stewards if required. They will patrol the limits of the battle re-enactment performance area.

Police Resources

Two Community Support Officers will attend the event daily between 11am and 4 pm. If an emergency situation arises the Police would be contacted to assume control of the event.

7. Event Control

On Saturday from 10.00 until 17.00 and on Sunday from 10.00 until 17.00 there will be minimum of one Police Officer, St John's First Aid and an Event Co-ordinator present at the site. The living history camp and the plastic camp will have security provided overnight and during the day when the plastic camp is empty by the re-enactors themselves.

Definitions of an 'untoward incident' and 'emergency situation' have been agreed (see section 14). If the Team agrees that there is a potential emergency situation then the Police will assume control of the event.

8. Contractors' Responsibilities

The positions of all contractors' pitches, location of toilets, PA equipment etc. will be marked on the site plan.

To ensure safe working practice, all suppliers contracted to provide equipment on hire or professional services must be competent in the management of their own Health and Safety responsibilities whilst on site. All such persons will be sent a copy of the site guidelines (see appendix 3).

In addition the Event Co-ordinators will ensure that details of any caterers are forwarded to NCC Environmental Health at least 14 days prior to the event. During the event unauthorised trading causing safety problems will be dealt with by Stewards supported if necessary by the Police. All stalls (food and goods) must cease trading at 4.30 pm so that the site can as far as possible be cleared of the public.

9. Crowd Management

Crowd management issues are a key concern for all agencies and event organisers. It is anticipated that this event will primarily attract a family audience from both sides of the Border. It is not anticipated that alcohol will be a major factor for the majority of the crowd.

Stewards will be deployed to manage the crowd and create a safe environment (see appendix 6). It is not anticipated that there will be any hazardous areas (other than the battle performance area) on the site, but rope barriers will be placed to mark out the different sections of the field and direct pedestrian movement in as safe a manner as possible. Should the need arise the Stewards will radio contact Event Control for First Aid support.

Estimates of numbers likely to attend this event are difficult to predict, but based on similar events held in recent years at Etal and Dunbar, 1000 visitors per day would seem to be a reasonable target, although the site could easily hold more than double that number. Much will depend on the weather, but sufficient Stewards will be on hand to cope with larger numbers. The Event Co-ordinators will ensure that a comprehensive survey is carried out to assess the parts of the venue where Stewards will be needed and identify the number of Stewards required to manage the crowd.

In the event of a specific crowd problem arising it may be necessary to stop, restrict further access by members of the public to part, or the entire venue. This can best be achieved by stewarding on the ground.

The total number of Stewards will be 10, which gives ample cover, for the expected attendance. More Stewards will be in reserve if greater than expected numbers attend. All Stewards will be issued with briefing notes dealing with their responsibilities and given guidance on their approach to given situations. While the majority of Stewards will be mobile, there will be a number of static points at which a constant presence will be maintained (see appendix 6)

10. Transport Management

i) Public Car Parking

There is ample car parking on site and the entrance to and exit from the site should not cause major problems. An area will be reserved for parking for disabled badge holders.

ii) Staff and Volunteers Parking

Staff and volunteers parking will be located in a separated area to allow for entry and exit away from pedestrian areas. It is expected that most Re-enactor volunteers will park close to the plastic camp. Detailed instructions will be given to Stewards to minimise the volume of, and risk from vehicles movement during the event.

Controlled access for emergency vehicles will be available during the event preceded by a Steward. Access onto the site will be via the wide, double gate entrance from the main road as shown on the map at appendix 2.

iii) Pedestrian Access

Pedestrian access will be via a section of the main entrance. As the site is in a remote rural area, few pedestrians are expected; virtually all will arrive by car or by minibus.

iv) **Emergency Service Vehicle Access**

The main, double gate entrance will be the preferred entry for all emergency vehicles. A clear area will be maintained within the site to ensure easy access. It will be easy to clear the exit route for an alternative entrance should this be necessary.

The Rendezvous Point (RVP) for Police and Fire Service will be a coned area at a strategic point on the field.

11. First Aid and Welfare

St. John's Ambulance to supply cover for the event. Cover will comprise 2 First Aiders. Several Stewards who are working on the event are also First Aid qualified.

A First Aid centre will be established adjacent to event control (see map in Appendix 2). This will be used as a treatment area.

During the build and breakdown phases, individual contractors will be responsible for providing their own first aid cover.

All incidents of injuries on site must be reported and logged in the accident book by the Event co-ordinators, under, where necessary, the reporting regulations of RIDDOR 95.

Following the event, the medical agencies are requested to submit reports detailing all casualties treated on site, so that these can be suitably logged.

We recognise that people and children may become lost during the event, and have established procedures for their care and repatriation. (see paragraph 13).

Sanitary accommodation for the visiting public will be provided on the site in accordance with recommendations. Additional WC facilities will be available for the battle re-enactors' use on the plastic camp site, plus some in the Living History camp. These will be open to the public during the opening times of the Living History camp. These facilities will be serviced on Saturday pm to ensure that they are kept in a clean and serviceable condition throughout the duration of the event, and maintained as far as possible to a high standard of hygiene.

12 Communications

i) Event Management

Radio communication between designated staff will be deployed and monitored by Event Control. Each person involved with the management and security of the event will have direct contact with their Representative within Event Control. The primary method of communication on site will be via radio. Event Cover staff, who will be in charge of car parking, will have radio sets. This will enable them to communicate with each

other and their supervisor, who will be able to communicate with Event Control to provide up to date information on car parking. Mobile telephones will also be carried by many staff, and telephone numbers for these are given at Appendix 5.

ii) Stewards

Hand portable radios will be provided for selected Stewards, who will be briefed to assist with instructions to the crowds on site as required.

iii) Emergency Services

Each emergency service will provide effective communication system that will provide cover throughout the event sites, and also with their respective Command and Control rooms.

iv) Event Management

Event co-ordinators will have radios. A nominated Steward at the main area will be provided with appropriate equipment to ensure that, if necessary, they can be promptly contacted by Event co-ordinators, and the re-enactment stopped. All stewards will communicate with each other. If there are any instances that require further support, the site stewards will contact Event co-ordinators 1. Details of persons holding radios and mobile phones are given at Appendix 5.

v) P A System

A P A system will be in operation to impart information messages relating to the event. This will be available for event control. A back-up system will be in place. Coverage will extend around the re-enactment site. Requests for information to be relayed can be directed via the radio system. As coverage will be localised, further announcements can be relayed by stewards. Event Stewards will be rostered so that there is at all times a designated person as each point, who would be able to switch off sound and/or make a public announcement as required. Emergency messages will be agreed with the P A technician.

13 Lost Children and Property

Lost children should be taken to Event Control, where a suitably qualified person will be present to look after any lost child. The person will then use the radio link to inform the Stewards that a child has been found. If the child has not been reported missing (see below) and if the Stewards and Police are unaware of the fact, then a P A announcement may be made to locate the child's parent or guardian. In the event that a child does not wish to go with the person who comes to claim them, then the adult will be asked to prove their relationship with the child. If an adult reports a lost child to a Steward, details should be recorded by the Steward and passed on to Event Control, who will inform the Police, so that all Stewards and Police on site can be made aware and remain vigilant. One suitably qualified (CRB checked) staff member will take charge of the Lost Children's area and will be

supported by other qualified staff as necessary. Appropriate recording of lost and reunited children will be undertaken (Appendix 7).

A venue for lost property (handed in by Stewards) will be established at Event Control. Lost items will be passed to Newcastle City Council at the end of the event if they remain unclaimed. When the Event closes, any remaining valuable lost property will be retained at visitor centre until it is claimed, or for six months. All exits, WCs, First Aid, Welfare, etc. will be clearly and conspicuously signed. All temporary signs will be of a suitable type and will conform (where appropriate) to the Health and Safety (Safety Signs and Signals) Regulations 1996.

14 Incident Management

The following definitions have been agreed:

- An **untoward incident** is defined as a routine occurrence that impacts upon the safe running of the event, but **does not** require the police to assume the co-ordination of its resolution.
- An **emergency situation** is defined as an occurrence that poses the threat of a serious injury, loss of life, or a breakdown in public order, and does require the police to assume the co-ordination of its resolution.

On occurrence of an **untoward incident** Event Control will manage the response of Stewards through normal radio links. An untoward incident will require a localised response, which should not require general broadcast.

On occurrence of a potential **emergency situation**, the police will require the assistance of Event Control in the communication of essential information to Stewards and members of the public. A flexible emergency situation response plan will be implemented as below.

15 Emergency Plan

- Any Steward/Official becoming aware of a potential emergency situation must advise Event Control by radio.
- Concise location situation report to be given by grid reference on the site plan.
- Event Co-ordinators in liaison with Police will consider if it is an untoward incident or an emergency situation (for definitions see 14).
- If it is decided to stop the re-enactment, instruction will be given to designated stewards at main site. Instruction will also be given by radio to all stewards.
- The following announcement will be made from Event Co-ordinators, i.e. 'Could we ask everyone to be patient, there will be a short delay'.
- All radio traffic to be restricted to the initial caller and Event Co-ordinators.
- Organiser and nominated Police Officer to determine an action plan, depending upon the circumstances.
- The action plan is passed over the radios to Police/Stewards.

- Organiser causes a message to be passed over the PA system to the public giving a clear and concise message.
- Police and Stewards act as per their instructions.
- In the event of an evacuation, Police and Stewards prevent re-entry without specific permission from the nominated Police Officer (most senior Officer).
- Steward should be given a post situation report.

Evacuation Points

The principle evacuation routes from the site during this event are as follows:

- a) West along the B 6350 towards Kelso,
or past the Church to the adjoining field on the south of the Tweed
- b) East on the B 6350 towards Cornhill on Tweed
- c) South along minor roads to Shidlaw

16. FIRE HAZARDS, BOMB THREATS, SUSPECT PACKAGES/VEHICLES

The following information has been given to the Stewards regarding these hazards. Police Officers should be aware of the guidelines; however, they should act in accordance with normal procedures which will normally be initiated with a situation report to Control. Simultaneously, the Police Liaison Officer at Event Control will be alerted.

Fire Hazards

The risk of fire in the vicinity of the event is always present. There will be no black power or other explosive material at this event.

High risk areas include locations where generators are deployed and in the cooking area of the LH camp.

The re-enactors will ensure that no member of the public is able to reach the fire area, which will be roped off. A bucket of water will be placed next to the fire at all times. This bucket is not to be used for any other purpose. All re-enactors will be aware of the danger to themselves from the fire, and will dress and behave accordingly. Fire precautions will also be taken on the plastic camp site.

Stewards trained in fire fighting procedures will be deployed in high-risk areas and have access to relevant equipment. All such equipment has been sanctioned for use by the Fire Brigade. However, Stewards should only tackle any fire, provided it will not endanger life, and only once the immediate area has been evacuated. It is essential that, even if extinguished, any fire is reported to the Fire Brigade.

Bomb Threats

Event Control and the Stewards must be aware of the potential, however negligible, of bomb threats and the ensuing actions that must be taken.

Bomb threats may be received by any agency and are likely to come by way of telephone. In the event of a bomb threat being received at Event Control, the Police Liaison Officer must be informed immediately.

The Police Liaison Officer will be responsible for the co-ordination of the response to a bomb threat in accordance with agreed Northumbria Police procedures.

Suspect Packages and Vehicles

Even without the receipt of a specific bomb threat, Stewards must remain vigilant as regards the possibility of the discovery of suspect packages or vehicles and should make a cursory check of their area of responsibility as they patrol.

If a suspect package or vehicle is discovered, it should not be touched or moved. Event Control should be informed as soon as possible. However, radios and mobile phones should not be used within a 20 metre distance of suspect packages or vehicles.

Event Control will notify the Police Liaison Officer immediately. The Police Liaison Officer will be responsible for the co-ordination of the response.

Appendices

- 1. Stewards Roster of Duties**
- 2. Site Plan**
- 3. Site Guidelines**
- 4. Stewards Briefing Notes**
- 5. Communication Details**
- 6. Deployment of Stewards**
- 7. Lost Children**
- 8. Risk Assessments**
- 9. Contractors and Suppliers**

Appendix 1

Stewards (please note: this list will be fully populated before the event)

Saturday

Location	Morning	Afternoon

Sunday

Location	Morning	Afternoon

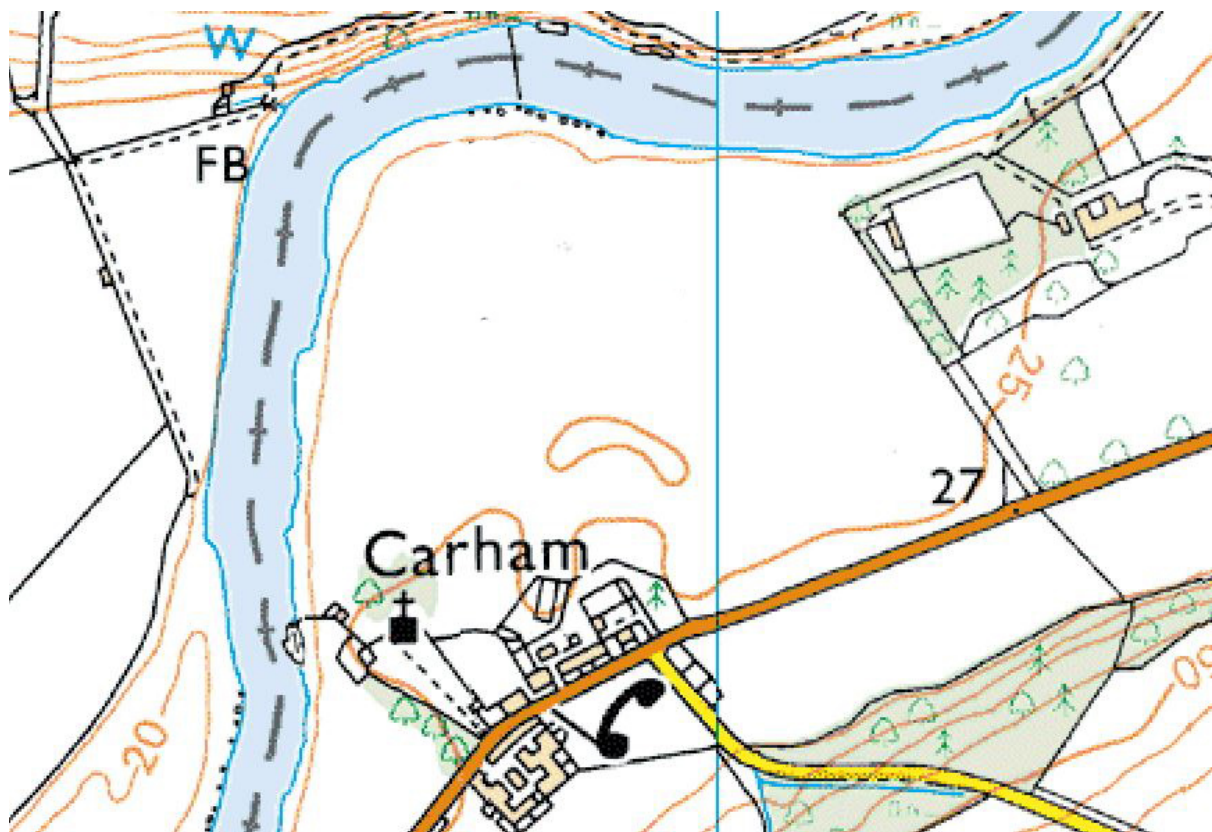
Appendix 2 MAP

Site Plan for Battle of Carham Re-enactment 7th /8th July 2018

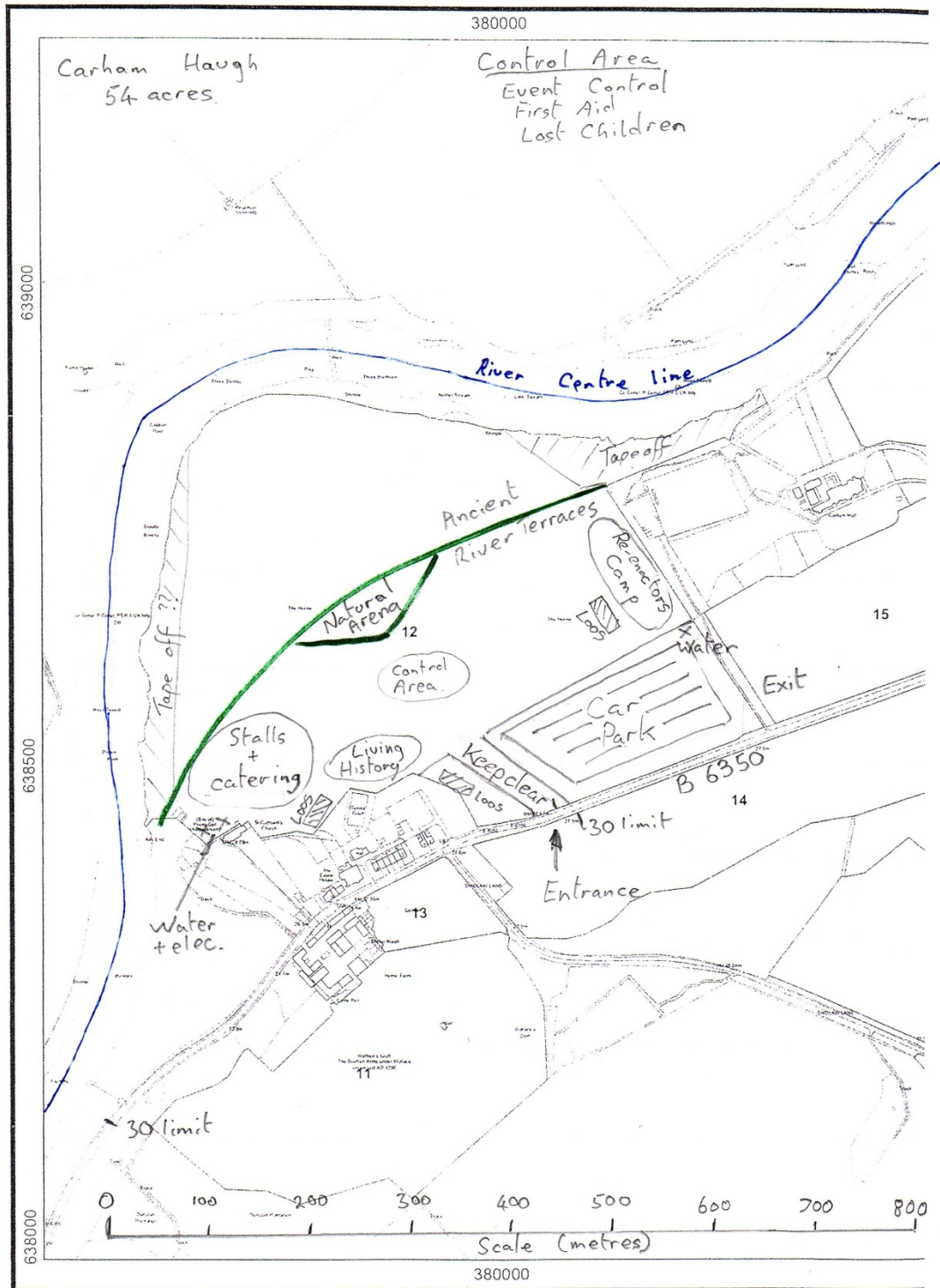
Postcode TD12 4RW OS Map ref. NT 80040 38452

Cornhill on Tweed to the East, Berwick upon Tweed 17 miles to the East, Kelso 5 miles to the West.

From the North: nearest bridges over the Tweed Kelso 5 miles to the West, Coldstream 5 miles to the East



Provisional plan for Carham event



Appendix 3

Site Guidelines for all staff, contractors and on site exhibitors.

Date: Saturday 7th & Sunday 8th July 2018.

Venue: The Holme Field, Carham, Northumberland

1. Event Management

While on site all staff and contractors shall comply with any reasonable request given by the Police, Stewards, Emergency Services and Event Organisers.

2. Vehicular Access and Parking

Access and parking arrangements for the event are as per the instructions given by the event organisers. Where vehicle passes are provided these must be clearly displayed. Stall holders are advised to arrive in good time. **The only vehicle access is also the main pedestrian access so extreme caution must be observed at all times. A 5 mph must be observed on site at all times, and at all times pedestrians must be given the right of way.**

3. Fire Safety

In the event of fire please notify a steward or member of the site management team immediately. In the event of a fire within a temporary structure of marquee it must be evacuated immediately. All fire exits must be kept clear of furniture and other items at all times. No vehicle must be parked outside a designated fire exit at any time. No person shall be allowed to return until the area has been deemed safe by the Fire Service. All fires – of whatever size or type – must be reported, even if they have been extinguished. The event management will provide some fire fighting equipment on site; precise details will be contained with the event safety plan. All staff, contractors and exhibitors shall familiarise themselves with the locations of the fire fighting equipment on site. The event management shall undertake a fire risk assessment for the event based on available information. All exhibitors bringing any form of promotional unit or display onto the site must provide full details to the event management two weeks prior to the event. Any exhibitor unit brought onto the site must be equipped with suitable fire fighting equipment, evidence of which must be shown.

4. Medical Cover

The event management will ensure the provision of suitable medical cover on site. The medical stations will be clearly signed. All staff, contractors and exhibitors must familiarise themselves with the locations of the medical centres on site. All accidents and injuries must be reported to the event management to allow proper records to be made.

5. Access and Opening Times

Access to the event site is as per the instructions given by the event management for this event. The event is classed as being open to the public from to . Set up and strip out out times must not be altered without the approval of the event management . All traders must be on site prior to 11am on both days due to public safety and will not be allowed to leave before 5 pm and no vehicular movement within the site will be allowed. All stallholders (food and goods) will be requested to cease trading from 16.30 hrs on both days so that, as far as possible, the site can be cleared.

6. Evacuation Process

In the event of any evacuation please follow the instructions provided by the stewards, event management or Emergency Services personnel on site. All vehicles must be left on site (but not so that any access routes are compromised) and evacuation made on foot. There will be no re-entry to the site without Police approval.

6. Loading and Unloading

All vehicles used to deliver equipment to the site must be suitable for the purpose, and must be properly loaded so that the weight is spread and the vehicle capable of delivering goods without risk. Where at all possible loading / unloading operations must be carried out in an area away from passing traffic or pedestrians and other workers not involved in the loading / unloading operation. Where this is not possible the person(s) responsible for the operation must provide staff to keep other site users clear of the area.

8. Radio Communications

Anyone bringing radio equipment on site must inform the event management in advance to avoid channel interference. All such Equipment must be licensed. Any staff using radios supplied by the event management must ensure that messages are concise and work related. Radios must never be left unattended or in vehicles. Radios must not be carried by their aerials.

9. Photography and Drones

Photography by the public is permitted in all areas of the site providing that it does not interfere with the re-enactors or the public's view or enjoyment of the event or the work of the official event photographers.

Unless with the specific prior agreement of the event management, the flying or the use of drones is strictly prohibited within the entire area of the event, or the surrounding area where there may be people or stock. (for this event a fully qualified drone operator has already been appointed).

10. Compliance with Statutory and other Requirements

Whilst on site all staff and contractors must comply with all relevant statutory and other requirements that may relate to their activity on site, including structural regulations, Health and Safety law and fire precautions.

11. Set Up and Strip Out

All contractors must ensure that they arrive on site at the correct time to meet the requirements laid out by the event management, and that they are fully operational at the correct time to meet the needs of the event as outlined in any specification provided by the event management.

12. Speed Limits

During opening times, any vehicle accessing the site must adhere to a speed limit of 5mph and exercise extreme caution.

13. Insurance

All exhibitors and contractors shall ensure that they have adequate public liability and employer's liability and any other necessary insurance in force and valid throughout their participation in, and attendance at, the event. All contractors and exhibitors shall indemnify and keep the venue owners and event organisers and their employees, helpers, agents and others wholly indemnified against all loss, claims, damages, expenses and liabilities arising out of, or in connection with the death or injury of any person or damage to or loss of any property arising out of the contractor's or exhibitor's participation in, or attendance at the event.

14. Security

The event management may provide general on site security in the form of static and roving patrols to ensure the security of items hired in by the event management for use at the event, but shall not be responsible for the security of promotional units, goods or displays brought onto the site by exhibitors unless previously agreed.

15 Cleansing

The event co-ordinators shall provide refuse bins before and during the event and a collection of refuse from the site after the conclusion of the event. Any contractor and exhibitors shall ensure that all waste is kept out of sight and away from areas that enjoy visitor access, and that such waste is properly bagged or otherwise secured to allow for its safe removal from the site. Exhibitors shall keep nothing of a foul or noxious nature on site.

No dumping of wet waste on site shall be allowed: all methods of disposal must be in accordance with Environment Agency guidelines and regulations.

Appendix 4

Stewards' briefing notes for the Battle of Carham Re-enactment July 2018

All Stewards should carry this briefing note with them.

1. The Battle Re-enactment is a family entertainment event over two days. The event runs from 11.00 am to 4.00 pm Saturday and Sunday 7th and 8th July 2018.
2. All stewards will wear appropriate identification - please wear hi-viz vests which will be supplied.
3. A briefing will take place for all stewards prior to the stewards taking their positions.
This briefing will include:
 - A copy of the detailed site plan indicating location of First Aid Facilities, Toilet Facilities, Fire Fighting Equipment and Evacuation Routes
 - Guidance on emergency management procedures and explanation of untoward incident and emergency situation.

All stewards should keep briefing notes with them, and set aside a few minutes to familiarise themselves with their position /area once on site.

4. Remember – safety is your responsibility. Read and understand the instructions contained within this briefing pack. If there is anything you are not sure about – please ask.
5. **Vehicle Access(Main Entrance)** All public car parking is in a designated area on the site. Stewards and re-enactors' parking will also be in specific designated area. Some of the trade stands will need their vehicles from which to operate, or parked close by to access stores etc. This will be determined on site, but care must be taken not to cause a potentially hazardous situation. The maximum speed for vehicles on site is strictly limited to 5mph. Stewards at the main entrance should reinforce these instructions as they allow access to vehicles. The main pedestrian access is also the vehicle access so great care and extra supervision must be exercised in this area.
6. Be on the lookout for pick pockets or other criminal activity. Report anything suspicious to Event Management and do not attempt to “wade in” first. There will be a Police presence on site. Be aware of your limited powers.
7. Be friendly and polite - conduct your duties in a calm and orderly manner.

8. Particular care should be taken when dealing with children. When at all possible any lost children (particularly the very young) should be put in the care of two stewards including one female steward. Any lost children should be taken, without delay, to Event Control.

9. Fire Prevention Stewards should keep a lookout for any signs of fire, and alert the Chief Fire Steward should a fire, or sign of a potential fire or fire risk be found. Stewards must be aware of the location of fire fighting equipment and fire exits. They must ensure that, in the event of the order to evacuate a structure, or an area, the public leave as quickly and smoothly as possible. Wheelchair users may require assistance, especially if the grass is wet and slippery. Where areas need to be evacuated, or any part of the site cleared in the event of an incident, Event Control will direct the stewards on the ground to assist as required. In the event that it is not possible or feasible to contact Event Control then the 999 service should be used.

10. In the event of an emergency evacuation, stewards should actively encourage the crowd to move in accordance with the public address announcement. Please refer to the site map for evacuation points.

11. Remain in position until you have been told to stand down. If you need a break please ask Event Control and someone will come to cover your post until you return. Periods of duty will be from 11am – 1.30pm and from 1.30pm until 4pm.

12. Members of the public are asked to keep dogs on leads on the site. This is for everyone's safety and comfort – including the dogs'. The Battle Event can become quite noisy and some dogs may take fright and run.

13. Do not allow anyone to go beyond the safety tape line (not even to film or take photographs). The only exceptions to this are the costumed re-enactors.

There may be an occasion when our official photographer is allowed past the tape, but he will be identifiable and chaperoned by the re-enactors.

The flying of drones is not permitted due to safety considerations– again the exception to this will be our official photographer who is fully qualified and licensed.

Appendix 5

Communication Details

	Name	Location	Mobile No.
1	Peter Straker-Smith		07712584586
2	Clive Hallam-Baker		07809468894
3			
4			
5			
6			
7			
8			
9			
10			
11			

Appendix 6

Event Cover Deployment

Area	Numbers	Radio Set no.

Appendix 7

Lost Children - Procedures

The volunteers assigned to Lost Children will be responsible for looking after the welfare of any child delivered to the Visitors Centre. A form (attached) will be completed (in duplicate) giving details of the child's name, age, address, time of arrival, and details of who he/she arrived with. This same form will be used to indicate the return of the child to his/her guardian. A copy of each completed form is to be given to the Police HQ as soon as possible after the child is reunited.

The Procedure for Caring for a Lost Child will be as follows:

- A child that is found out in the Park is usually presented to the Lost Children's Attendant by a police officer who will take the necessary details.
- However, if the child is presented to Event control other person, the police need to be informed straightaway and details obtained.
- The child should be taken into the information room and reassured. The form completed in detail. The details are to be given to the police as soon as possible so that they can begin looking for the parents. The child must not be left alone at any point – take the child with you to give the information to the police.
- Always take a written description of the child.
- The child remains in the visitor centre until his/her guardians are found.
- The form is to be completed and signed by the Lost Children's Attendant when a child has been reunited and left the visitor centre.
- A copy of the form is to be given to the Police as soon as possible after the child is reunited.
- If there is any doubt as to the validity of the guardian claiming the child or if there is concern that the child might be in danger – the police should be consulted and the decision left to them.
- Do not allow a child to go off with anyone under the age 16.
- Do not put yourself in danger or in any compromising situations.
- Do not give the child anything to eat or drink – except water.

The Procedure for dealing with a Parent Reporting a Lost Child will be:

- Take the person immediately to the Police where information regarding the missing child will be logged and transmitted to all police personnel.
- The person may wish to sit in the visitor centre to wait. Attempt to reassure them that the child will be safe and well.
- Explain that it is better that they wait there for the child than to look for it in the park.
- If the child comes alone to the Lost Children's marquee ensure that the Police are informed so that they can conclude their paperwork.
- If the child is returned by a police officer, confirm that the paperwork has been completed.

Battle of Carham Re-enactment

Found Child Form

Date Time.....

Name

Age

Sex Male Female (circle)

Address

.....

.....

Home Telephone

Parents Mobile

How did they arrive?

Where were they when they became separated?

.....

.....

Was there a meeting place arranged?

Description of child:

.....

.....

Time reunited

To whom reunited

(Print)

Signed

Signed by staff dealing with child

Hazard	Risk	Severity x Frequency (S x F)	Controls	Action Required	Residual Risk
Vehicular Traffic	Injury from collision	S4F2 Medium	Vehicles must be driven at walking pace on designated routes with hazard flashers on.	Compliance with speed limits posted and use of identified routes. All drivers to slow down whenever requested	Low
			Only authorised and emergency vehicles permitted on site when open to the public. At all other times vehicles to be parked in designated areas.	Times when vehicles are permitted on site to be clearly advertised and enforced. Marshals ensure the vehicles are removed from the site at designated times and that further vehicular access is restricted.	Low
			Movement of any vehicles on site to during opening hours to be supervised. Reversing of vehicles to be supervised.	Supervision by marshal wearing high visibility vest. All pedestrians to be cleared from the path of vehicle.	Low
Manual handling	Personal injury	S3F3 Medium	Training	Advice on manual handling to be provided. Think about lifting. Check weight and stability of load to be lifted. Position feet to the side of the object. Get a firm grip of the object. Adopt a good posture. Bend the knees and keep your back as straight as possible. Lift smoothly and don't jerk, keeping load close to your body. Heavy loads may need more than one person.	Low
Structures	Personal injury resulting from collapse/ construction /dismantling/ display	S2F3 Medium	Limit access, ensure soundness of the structure.	Authorised persons only to be allowed in immediate vicinity during construction/ dismantling. Structure to be assembled by competent authorised persons only. Regular inspection by competent authorised person	Low
Slips, trips and falls	Personal injury	S4F3 High	Advance warning, prevent access and limit access Highlight / illuminate hazard	To be included in site safety briefing. Access to hazard to be restricted by barriers. Access to the area to be restricted to authorised personnel only. Trip hazards to be clearly marked	Low
River	Death by drowning	S5F2	Warning signs Rescue equipment	If river is running high, river bank to be sealed off by barriers and warning signs. Under normal conditions very small risk. is present.	Low

Appendix 8

Carham Re-enactment Risk Assessment

7th & 8th July 2018

Fire	Sparks and embers can cause spread of fire in an uncontrolled manner. Uncontrolled fire, re-ignition and unattended fire. Burns to persons / property r	S5F2 High	Fires to be set and supervised at all times by competent person. Fires to be extinguished and thoroughly doused before being left unattended. Supervise and limit access to the immediate vicinity of the fire.	Small fires will be set as part of the Living History displays. Fires to be contained in sand boxes and public to be keep well away. Fire extinguishers and water to be on hand.	Low
Unauthorised access to arena	Personal injury to members of the public	S5F2 High	Access to the arena to be controlled by the re-enactors	Access to the arena to be controlled by the re-enactors	Low
Electricity	Electric shock / death	S5F2 High	All electrical circuits/ equipment to be installed by competent persons	Mains cables to be fitted with RCD circuit breakers. Generators to be supervised at all times. Public to be kept away from all electrical circuits. Battery equipment (PA) to be used whenever possible	Low
Working at height with ladders	Slips and trips due to uneven, wet and slippery surfaces and on pedestrian access routes. Fall from height due to incorrect equipment, lack of training. Object falling from a height due working at height.	S5F2 High	Injury from slipping Pre use ladder inspection Head injury	Uneven ground, slippery surfaces to be signposted. Ground conditions to be checked. Suitable footwear to be worn. Ladder inspections to be undertaken Clear area below	Low Low Low
Young persons	Unfamiliar risks from tasks they will performing, the working environment and work equipment	S5F2 High	Assessing all young persons before they start work. Take account of inexperience and lack of awareness of potential risks	Take account of job specification risk assessment in deciding whether the young person should be prohibited from certain work activities.	Low
Use of hand tools	Injury to user	S4F2 Medium	Correct procedure to be followed	Ensure that the correct tools for the task are used. Provide training where required. Check for faulty equipment. Never leave tools unattended	Low

COSHH	Injury to user	S5F1 Low	Correct use of chemicals within the guidelines set out in Manufacturer's safety sheet. Avoidance of contact with contaminated, or potentially contaminated, and hazardous materials.	Training and guidance on the precautions required Instructions on actions to be taken in the event of an emergency. No use of substances with flammable or toxic vapour in confined spaces. Use of Personal Protective Equipment when necessary. Use of PPE, hands should be thoroughly washed and anti-bacterial gel be used after any accidental contact.	Low
Well being of volunteers	Dehydration, sunburn, effects of cold/wet weather	S1F2 Low	Regular breaks in cool places and adequate fluid intake. Suitable clothing or sun cream and suitable protection from cold/wet.	Provide water, regular breaks and recommend suitable sun cream. Clothing appropriate to weather conditions should be worn.	Low

Physical/verbal abuse	Physical and verbal abuse	S1F2 Low	Act calmly and quietly Ask for assistance Avoid physical confrontation Remove yourself from the threat with the least possible risk of Physical injury to all concerned If injury is sustained seek medical assistance asap.	Brief all volunteers Work in pairs whenever possible	Low
Car Park	Personal injury and damage to vehicles	S5F3 High	Direction signs, marshalling, speed limits, distance between cars.	Brief all marshals. Warning signs to be in prominent positions. The car parking area to be clearly marked and separated from the main pedestrian area	Low
Refuse	Pollution of environment	S2F3 Medium	Controlled disposal	All waste material to be disposed of at appropriate location in accordance with prevailing regulations. At the end of the event the site to be returned to an "as found" state. Rubbish bins and skips to be provided as required	Low
Major incident on event days (eg bomb scare)	Panic and injury to the public, helpers and re-enactors	S5F1 Low	Event Control and marshals on site. Communications to spectators and to outside help. Evacuation routes planned and marked	Vigilance by marshals, Report to Event Control. Help with orderly evacuation of site	Low
Extremes of weather	Flying debris due to high wind. Heat and dehydration	S3F1 Low	All tents, structures to be secure. First Aid on site	Event cancelled if weather extreme.	Low

Overcrowding / pinch points	Crush injuries, lost children	S2F1 Low	Arrange pedestrian pathways with no obstructions. Separate car park traffic from pedestrian area. Mark out sites for stalls etc	Marshals to report potential problems to Event Control and steer public away from problem areas	Low
Failure of PA system	Lack of essential communication	S3F1 Low	System tested before use.	Spare batteries on hand Back up bullhorn available	Low
Catering Risks Food hygiene	Food poisoning	S4F2 Medium	Insurance and Health certificates to be provided on booking	Stalls must be kept clean and tidy at all times. Rubbish must not accumulate on site and must be bagged at all times	Low
Theft/ Public disorder	General disturbance	S2F1 Low	Marshals and stewards to provide security with Police if necessary	Marshals and stewards to keep a look out and report possible threats immediately to Event Control. Identify any known threats to the Police	Low
Re-enactment Weapons	Dropping of hitting oneself or another	S2F1 Low	Handling by public as part of presentation only under strict supervision	Weapons to be kept under strict control of the re-enactors and not left unsupervised. Weapons to be placed in secure storage when not in use	Low
Sharp tools in Living history Camp	Public potentially touching axes/saws etc	S2F1 Low	Tools to be supervised at all times and stored safely when so needed	Tools only to be used during displays	Low
Tents in "Plastic Camp"	Tripping on guy ropes or other objects	S2F1 Low	Public not permitted in this area	Barriers and signs to keep away. Security by Re-enactors themselves	Low
Tents and displays in Living History area	Tripping on objects, tent ropes, artefacts	S2F1 Low	Pathways and access clearly visible in this area	Maintain clear access. Tents, displays etc to be kept well within the bounds of each display	Low
Camp fires in Living History area	Burns to re-enactors and public	S2F1	Fires to be restricted to sand boxes, and kept well within the specific display area	Fires to be supervised at all times. Public, especially children to be kept well away from all fires. Fires to be roped off and public access restricted	Low
Uneven and wet ground	Danger of trips, slips falls	S2F2	Signs warning of wet, slippery grass to be placed where needed.	If necessary, rope off any very slippery or muddy areas	Low
Recent presence of livestock	Danger of E coli infection	S4F1	Inspect the ground just before the event	Animals removed three weeks before the event	Low

Appendix 9

Battle of Carham Re-enactment:

Suppliers, Contractors, Caterers, Commercial Stalls