

HealthandSafetyGuidanceNote No.10

HealthandSafetyatEvents

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This Guidance Note sets out the main principles for the organisation and management of safety at events at Trust properties. It expands on the health and safety issues contained within the Events Manual. For more detail and information, published guidance material (listed below) should be consulted.

INTRODUCTION

1. Events organised on Trust properties vary enormously in scale, type and risk. This guidance sets out the main principles to follow in order to minimise the risk to staff, volunteers and visitors, and to ensure compliance with health and safety legal requirements. s
2. This guidance should be read in conjunction with the Events Manual and other relevant Trust documents. dother relevant

PLANNING AND ORGANISATION

Responsibilities

3. Responsibility for health and safety at any event organised by the Trust at its properties follows the normal line management chain, from Director through to Area Manager or Managing Agent, and then to Property Manager. In practice, it is likely that the Property Manager will be the person predominantly involved with the planning, organisation and management of the event. Specific safety roles and responsibilities should be assigned at the outset, covering for example, liaison with contractors, crowd management, movement and parking of vehicles, and the safety of work to be carried out by Trust staff. Responsibilities should cover both normal operations and emergencies. gned
4. For large events, it is recommended that an individual member of staff is appointed to act as the Event Safety Coordinator, responsible for coordinating, implementing and monitoring safety procedures for all aspects of the event, including preparation and site clearance. The Event Safety Coordinator would normally report to the Property Manager.
5. To assist the process of planning the event, a checklist of relevant questions is provided (APPENDIX 1).

Risk assessment

6. As part of the planning process, a thorough assessment should be carried out of the risks to which staff, volunteers and visitors are likely to be exposed. Procedures for risk assessment are recurrently described in the Trust's H&S Guidance Note No. 7. In practice, the process of risk assessment will need to be applied to the safety of visitors before, during and after the event; and to the safety of staff and volunteers who are employed on various work activities throughout the event.
7. The first part of this process involves identifying the hazards associated with the event. A list of typical hazards is included within H&S Guidance Note No. 7. It is important to give greater attention to significant hazards which are likely to cause serious injury to an individual, or affect several persons during the event. The hazard from fires should be considered as part of this process.

8. Where practicable, hazards should be eliminated. However, for significant hazards which cannot be eliminated, precautions must be devised so as to minimise the risk. This is part of the process of evaluating the risk; it should include a review of the precautions adopted the last time the event was held.
9. For most events at Trust properties (other than small scale events where risks are low and simple to deal with), the risk assessment will need to be recorded in writing. A standard form for the Site Risk Assessment was originally included in H&S Guidance Note No. 7; for convenience, a version of this form is included as APPENDIX 2. The format can be adjusted to suit individual events - an example of a completed assessment is included as APPENDIX 3. It is anticipated that, increasingly, local authorities will require evidence of risk assessment before issuing a public entertainment licence.

Safety and emergency plans

10. Each event (other than small scale events where risks are low and simple to deal with) should have a written safety and emergency plan. This is primarily concerned with the safety of visitors to the event. It should cover the arrangements for the following:
 - traffic management on arrival and departure;
 - movement of the crowd to and from the event itself;
 - management of the crowd during the event;
 - communications;
 - action in case of fire;
 - action in case of other foreseeable emergencies;
 - provision of first aid.

Examples of safety and emergency plans which have been completed for different Trust events are held by the Health and Safety Section.

Training of staff and volunteers

11. It is foreseeable that staff (or volunteers) may be required to undertake tasks for which they lack relevant experience and formal training. These tasks should be anticipated in advance, and training arranged, either in-house or through an external organisation. The nature of these tasks will be wide ranging, but could include:
 - driving of unfamiliar vehicles, e.g. Land Rovers, all-terrain vehicles, tractors;
 - operation of unfamiliar machinery or tools;
 - use of communications systems.

Depending on the complexity of the equipment, and the level of risk associated with its use, staff will need to be selected, given formal authorisation and provided with suitable training.

Co-operation between employers

12. There will often be circumstances where Trust staff or volunteers work side by side with employees from outside organisations, e.g. contractors, performers. Under the Management of Health and Safety at Work Regulations 1992, there is a specific duty for each employer to co-operate with the others, to enable each to comply with the requirements placed upon them by relevant health and safety legislation.

MANAGEMENT OF CONTRACTORS

13. Health and safety performance is one of the most important criteria in the selection of competent contractors. The experience gained from previous work carried out by a particular contractor will be useful in assessing their health and safety performance. Other matters which can be considered include the contractor's health and safety policy; prepared method statements covering the way in which the work is to be carried out; and written risk assessments for the planned activity.
14. Contractors should be required to work to the Trust's requirements at all times. Prospective contractors should be notified of these requirements before they submit tenders. The Trust already has procedures for dealing with contractors involved in certain types of work. For building work, these requirements are set out as "*General Requirements for Building Works*" - the document forms part of the Manual of Building. For work at countryside properties and gardens, a similar document - "*General Requirements and Conditions for Countryside and Garden Work*" - has been issued to regions by the Estates Department. There are also procedures within the Catering Manual for the engagement of catering contractors.
15. Where appropriate, these existing requirements should be used to manage the activities of contractors. For example, the Trust's "*General Requirements for Building Works*" should be used for contractors' work involving the erection and dismantling of scaffolds, stands and temporary structures. In other cases, these existing Trust requirements can be used as a basis for managing contractors, with supplementary requirements imposed relevant to the particular activity.
16. The Trust has a duty to provide the contractor with information about any hazards arising from the nature of the property, or from the Trust's own activities on site, which could affect the safety of his employees. A standard form to record this exchange of information is included as APPENDIX 4.
17. In some circumstances, the scale or duration of construction work for an event may be such that it will be subject to the Construction (Design and Management) Regulations 1994 (NI 1995). These impose specific requirements on the Trust as the client. Guidance on construction work should be sought from the region =s Building Department.

EXHIBITORS, DEMONSTRATORS AND STALL HOLDERS

18. It is important to inform exhibitors, demonstrators and stall holders in advance of the Trust's requirements and restrictions. There are similarities with the principles set out above for the management of contractors. The main points to consider are:
 - a) means of access to the site;
 - b) the use of electrical and other services by exhibitors;
 - c) the responsibility of exhibitors for the safety of their own electrical and other equipment and machinery;
 - d) the Trust's requirements with respect to hot work, smoking and other sources of ignition in or near Trust buildings;
 - e) the Trust's right to require exhibitors to:
 - withdraw from use equipment which is found to be or which clearly appears to be defective or unsafe;
 - stop any activity which is considered to create an unacceptable risk to the safety of any person;
 - f) the storage or use of LPG cylinders brought to site by exhibitors;

- g) arrangements for first aid and reporting of accidents.

CROWDSAFETY

19. Careful planning for the management of visitors/spectators will be necessary. Detailed guidance is given in References 10 and 11. The following safety aspects should be considered:
- a) adequate signing near and at the entrances to the property, in the interests of road safety;
 - b) the movement of vehicles on the property, and the segregation, as far as practicable, of pedestrians from vehicular routes;
 - c) the provision of reflective jackets for stewards, car park attendants and other Trust personnel;
 - d) the provision of pre-arranged, designated routes for emergency service vehicles;
 - e) the preparation and communication of emergency procedures to deal with accidents to, and sudden illness of visitors;
 - f) the provision and use of communication systems;
 - g) the provision of lighting to minimise slipping and tripping hazards;
 - h) the provision of safe walkways, routes and seating areas for persons using wheelchairs, and the provision of additional handrails on steep or difficult sections of path - see also Section 12 of the Trust's Visitors with Disabilities Manual;
 - i) the provision of temporary barriers to prevent access to hazardous areas on the property. These might include water hazards, hazards, unprotected edges, slopes and cobbled areas - while these may be readily perceptible under normal conditions, there will often be an increased risk of events after dark or through pressure of visitor numbers.

SPECIFIC REQUIREMENTS

Electrical installations

- 20.
- a) Contractors should follow the requirements contained in the Trust's Instruction "Electrical Installations" (contained in the Manual of Building), and the guidance in References 3 and 4.
 - b) Contractors should be enrolled with the National Inspection Council for Electrical Installation Contracting (NICEIC).
 - c) Any temporary wiring installations should be tested by a competent person before use for the first time.
 - d) Local authorities will often impose conditions relating to electrical safety as part of the entertainment licence.

Firesafety

21. Consult the relevant section of the Events Manual, and the guidance in Part III of Reference 1. Advice can also be obtained from the regional Fire Coordinator or the Trust's Fire Adviser.

Fireworks

22. a) Detailed guidance on the organisation of firework displays is given in Reference 5. Firework displays at Trust events will usually be set up and fired by competent specialist operators – they should be aware of, and should follow, the guidance in this reference.
- b) The Trust will need to maintain close liaison with the operator to define the display site, which will consist of:
- the spectator area;
 - the safety area (an area of clear ground which provides a safe distance between the firing area and the spectator area);
 - the firing area (situated between the safety area and the fall -out area);
 - the fall -out area (where spent debris lands).
- c) The size and location of these areas will depend on the types of fireworks to be used, the size of the audience, the features of the property, and the prevailing wind direction. There should be no overhead power lines within the display site.
- d) Contingency plans should be prepared, in collaboration with the operator, to cover:
- suspension or cancellation due to adverse wind conditions;
 - an accident to a spectator or the operator's staff involving a firework;
 - fires started by firework debris;
 - management of spectators to ensure the safety and fall -out areas are kept clear.

First-aid

23. At the planning stage for large events, the organisers should consult the local NHS Chief Ambulance Officer, and the organisation providing cover, e.g. St John Ambulance, British Red Cross Society, on ambulance and first-aid requirements. Guidance on levels of first aid cover is given in References 1 and 2. The following table, taken from Reference 1, suggests the extent of cover for a range of audience sizes. The level of cover may need to be increased if the risks at a particular event are greater; also, the authority issuing a public entertainment licence may set its own requirements.

Audience size	First-aiders	First-aid posts	Ambulances
500	2	1	-
3000	6	1	1
5000	8	1	1
10000	13	2	2
20000	23	3	2-3

Insurance

24. Insurance requirements are set out in the Insurance Manual, Section 19 -4.

Marquees

- 25
- a) Marquees and large tents should be erected by competent persons, and should be capable of withstanding wind forces in bad weather. They should be located so that they are easily accessible for the emergency services. d
 - a) Access to the marquee may require ramps, duckboards or temporary flooring to eliminate slipping hazards on wet ground, and to allow access for people with disabilities.
 - b) Materials and fabrics used in the construction of a marquee should be flame retardant, and should meet the testing requirements of British Standard BS5438 or BS7157. -
 - c) Careful consideration should be given to precautions in the event of fire, including the provision of emergency exits, means for giving warning in case of fire, and fire-fighting equipment. See Reference 1, or for detailed advice, consult the Trust's Fire Adviser.

Sports

26. The Trust is involved with some large -scale, prestigious sporting events, e.g. the RAC Rally, horse trials, for which specific precautions will be devised by the organiser in close co-operation with the Trust. However, a range of other sporting activities take place at events such as countryside fairs -typical activities might include clay pigeon shooting, archery and orienteering. Detailed guidance can usually be found in publications issued by the federation or association which cover the particular sport, but useful general guidance is contained in Reference 8.

Temporary structures

- 27.
- a) Stages, stands and viewing platforms will usually require to be specially designed. For further guidance, refer to the document "Scaffold structures" in the Manual of Building. Construction drawings, calculations, design loads and test results may be required from the contractor by the licensing authority. y
 - b) Careful consideration should be given to the location of any temporary structure. Whilst aesthetic and conservation considerations are obviously important, other factors to be taken into account include drainage, gradient, potential exposure to high winds, the presence of overhead power lines and underground services, and the proximity of other buildings.
 - c) The contractor should be able to provide a method statement for the system of work to construct and dismantle the temporary structure, and the Trust would reserve the right to require this to be submitted for inspection.
 - d) The contractor should provide a hand -over certificate after construction, confirming that the structure is safe and has been constructed in accordance with the design specifications.

MONITORING AND REVIEW WING PERFORMANCE

Accidents

28. All accidents and incidents should be recorded and reported in accordance with the procedures set up within the region to implement the Trust's H&S Guidance Note No.6. Incidents involving fires should be reported to the Fire Adviser in accordance with procedures set out in Policy Note (Fire) 5/98. Accidents and incidents should be investigated without delay by the Event Safety Coordinator to establish the causes. Remedial actions should be taken to prevent any recurrence. Details of the accident may need to be circulated within the region, or nationally, where the findings have wider implications.

Health and safety performance

29. All aspects of health and safety performance should be reviewed after the event, with the aim of determining whether further precautions and improved arrangements are necessary for subsequent events.

AVAILABLE PUBLISHED GUIDANCE

1. Health and Safety Commission/Home Office - *"Guide to health, safety and welfare at pop concerts and similar events"* .HMSO, 1993.
2. National Outdoor Events Association - *"Code of practice for outdoor events other than pop concerts and raves"* .NOEA, 1993 [This is an expensive publication at £40 - reference 1 is better value at £10, and although aimed at pop concerts, the principles are equally applicable to the type of events staged at Trust properties.]
3. Health and Safety Executive (HSE) Guidance Note GS50 (second edition) - *"Electrical safety at places of entertainment"* .HSE Books, 1997.
4. HSE leaflet IND(G)247 - *"Electrical safety for entertainers"* .HSE Books, 1997.
5. HSE Booklet HS(G)123 - *"Working together on firework displays - a guide to safety for firework display organisers and operators"* .HSE Books, 1995.
6. HSE Booklet HS(G)95 - *"The radiation safety of lasers used for display purposes"* .HSE Books, 1996.
7. Department of Education and Science - *"Safety in outdoor education"* .HMSO, 1989.
8. HSE booklet HS(G)175 - *"Fairgrounds and amusement parks - guidance on safe practice"*.HSE Books, 1997.
9. HSE leaflet IND(G)142 - *"Managing crowds safely"* .HSE Books, 1993.
10. HSE booklet HS(G)154 - *"Managing crowds safely"* .HSE Books, 1996.

APPENDIX 1 -HEALTH ANDSAFETYATEV ENTS -CHECKLISTOF RELEVANTQUESTIONS

No.	Question	Answer	Actionby	Date
1	WhohasbeenappointedasEvent SafetyCo -ordinatorfortheevent?			
2	Haveindividualstaffresponsibilities forsitesafetypriorito,duringand aftertheeventbeendecidedand allocated?			
3	<p>Havewrittenriskassessmentsbeen preparedtocover:</p> <p>a) workcarriedoutbystaff andvolunteers?</p> <p>b) thesafetyofvisitorstothe event?</p>			
4	Hasawrittensafetyandemergency planbeenprepared?			
5	Hastherebeenfullli aisonwiththe emergencyservices?			
6	Havefullinstructionsbeengivento allthoseinvolvedintheemergency arrangements?			
7	Whatrequirementshavebeen imposedbythelocalauthorityasa conditionofissuingthepublic entertainmentlicence?			
8	Havetheseserequirementsbeen fulfilled?			
9	Whatrequirementshavebeen placedbytheTrustonthevarious contractorsinvolvedintheevent?			
10	Howaretheserequirementstobe monitored?			
11	Whatevidencehasbeenobtained fromthevariousc ontractorsto demonstratetheirabilitytooperate safely?			
12	Whattrainingneedshavebeen identifiedforstaffandvolunteers?			

No.	Question	Answer	Actionby	Date
13	Howarethesetrainingneedstobe met?			
14	Whatarrangementshavebeen devisedtoensuretheeffective managementofthecrowdduring arrival,movementtoandfromthe event,anddeparture?			
15	Hasthenecessarypersonal protectiveequipmentbeenobtained forstaffandvolunteers?			
16	Whatfirstaidarrangementshave beendevised?			
17	Whatproceduresforreportingof accidentsandincidentshavebeen agreed?			
18	Howwillaccidentsandsafety performancebereviewedafterthe event?			

Checklistcompletedby:	Date:
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APPENDIX2 -SITE RISKASSESSMENTFORM FOREVENTS

THE NATIONAL TRUST REGION -EVENTS SITE RISKASSESSMENT

PROPERTY :	EVENT :	DATE OF EVENT:
PROPERTY MANAGER: EVENTS SAFETY CO -ORDINATOR:	Relevant Model or Site Risk Assessments :	

Description of event and associated activities :

Nature of hazard	Worst outcome	Groups at risk	Precautions	Risk rating

Date of previous assessment (if any):	Date of this assessment:
Assessment carried out by:	Signed:

APPENDIX 3 -EXAMPLE OF A COMPLETED SITE RISK ASSESSMENT

This example of a site risk assessment for an event is based on that undertaken for this year's "Music by Moonlight" event at Fountains Abbey and Studley Royal Estate, in Yorkshire. The event is an open-air concert with fireworks. The assessment was completed by Paul Bisson, Events Co-ordinator, in March as an integral part of the planning of the event. Certain sections have been omitted or shortened for brevity. The columns for worst outcome and estimation of risk have also been left blank, since this property uses a numerical system for risk assessment that differs slightly from systems in place in other regions.

PROPERTY: FOUNTAINS ABBEY AND STUDLEY ROYAL ESTATE	EVENT: A MUSIC BY MOONLIGHT
AREA MANAGER: KATHY RATCLIFFE EVENT CO-ORDINATOR: PAUL BISSON	DATE OF EVENT: 10, 11 JULY 1998

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
FIREWORKS Area		NT staff and volunteers, audience, performers, technical crew	Area on Kitchen Bank cordoned off and patrolled by steward throughout the event to prevent unauthorised access. Kimbolton Fireworks Ltd. to install and discharge fireworks. Kimbolton have supplied down risk assessment and are obliged to follow strict guidelines of Firework Code.		Steward to enforce no entry to the area upon advice from fireworks operators.
Injury from fallout debris		Ditto	Kimbolton to discharge fireworks, taking account of wind direction.		Doctor, St. John Ambulance, staff and volunteers on full alert during display.

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
ACCIDENTS TO ALL PERSONNEL ONSITE		Ditto	1 St. John Ambulance and doctor (with mobile radios). NT have at least 3 first-aid-at-work trained staff on duty during the event; local hospital have been notified; recuperation room designated in Fountains Hall. For emergencies: telephones in West Gate ticket office and Fountains Hall, mobile phone carried by Events Coordinator; first-aid kits available on site and in Fountains Hall. 1 senior member of staff specifically designated as medical/emergency/H&S Coordinator.		None
FIRE		NT staff and volunteers, audience, performers, technical crew	All tents and the stage area are equipped with fire extinguishers and staff have been trained in their use. Site evacuation plan (if necessary) will be put into operation. NT stewards on site are briefed in advance of the event and in any emergency will immediately evacuate the general public from the source of the fire. The only cooking allowed on site is under the supervision of the catering staff. There is a total ban on members of the audience cooking; this will be rigorously enforced by stewards. Flares/flambeaux are strictly prohibited on site, although candle lanterns may be used.		None

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
<p>ELECTRICAL INSTALLATIONS Electric shock/short-circuits</p> <p>Tripping over cable-runs</p>		<p>Ditto</p> <p>Ditto</p>	<p>Generator, distribution and mains armoured cable supplied and installed by SLD Genlite; all equipment fitted with RCDs and to be certificated by a qualified electrician before use. Security barrier to be erected around generator and each distribution board to prevent unauthorised access. Subsequent cabling to lighting/sound units at stage/control room and to RCD -protected consumer units in hospitality tent to be installed by Charles Fisher Staging Ltd. and certified safe before use. All exterior sockets/plug to be 32A or 16A weatherproof -form type.</p> <p>Cables where public may walk to be covered and/or made visible by hazard -warning tape.</p>		<p>None</p> <p>None</p>
<p>CONTRACTORS ONSITE Injury/accident while equipment being set up/dismantled</p>		<p>NT staff and volunteers, contractors and their employees</p>	<p>Contractors are obliged to follow NT policy and codes of practice before coming on site and to have sufficient liability insurance. All contractors must barrier -off their area of work to prevent public access. Staff and volunteers have been instructed not to enter working areas without express permission from senior staff. The Events Co -ordinator oversees the delivery, installation and removal of all heavy plant.</p>		<p>None</p>

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
<p>TRAFFIC Accidents arising from the mixing of vehicles and pedestrians</p>		<p>NT staff and volunteers, audience, performers, technical crew</p>	<p>An entire traffic management plan has been formulated to keep traffic and pedestrians as separate as possible. Entry to the event parking area at the valley level from the public highway (Aldfield/Fountains Lane) into two fields, plus a special area for disabled drivers and minibuses. Coaches (seating 20+) must park at the Visitor Centre, where there is additional parking for all vehicles. The exit system will reverse the traffic flow. All traffic is signposted (RAC signs) from the B6265 Ripon - Pateley Bridge road to approach the event through the estate - success road, not via Aldfield.</p> <p>All traffic and parking arrangements are under the supervision of experienced staff and</p>		<p>Further investigation and, where possible, action, is to be undertaken to improve and render safer pedestrian access from the alley-floor parking to the event spectator area.</p>
<p>WATER Falling into River Skell</p>		<p>Ditto</p>	<p>Stewards will constantly patrol spectator area. The river edge will be taped off with hazard tape in the main audience area on the West Green, and also on the other side of the river where the marquees are situated. Stewards are briefed to be especially vigilant for children, and advisory warnings are to be contained in the event programme. Further temporary lighting to illuminate the river from the Guest House east of the Abbey Bridge has been installed permanently.</p>		<p>More sturdy temporary barriers along the river edge between the Guest Houses and the Abbey Bridge are to be investigated.</p>

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
MARQUEES Tripping over tent pegs/guy ropes		Ditto	Tent pegs will be positioned to afford least risk and also be wrapped in red/white barrier tape to increase visibility.		None
ABBEY RUINS Accidents from climbing on masonry		Members of the public	The Abbey will be floodlit. Warning notices will be displayed within the ruins and advisory warnings are printed in the event programme. Stewards will patrol the Abbey regularly.		None
EMERGENCY COMMUNI- CATIONS Emergency services liaison		NT staff and volunteers, audience, performers, technical crew	All roads (+ wide pathway through main audience area) will be kept clear for emergency vehicles. All emergency services have been forewarned. Communication with police, fire and ambulance will be by phone, either from West Gate/Fountain Hall or by Event Coordinator's mobile telephone.		None
On-site communications		Ditto	Stewards/staff issued with mobile radios; telephones available as above; Events Coordinator has mobile phone. Stage PA can be used for public announcements. All staff and volunteers on duty to be issued with Hi-Vis fluorescent jackets. All staff and volunteers fully briefed well in advance of the event, paying particular attention to potential hazards and remedial measures. The Museum is the event communications centre, and is permanently manned.		None

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
DARKNESS Accidents arising out of poor visibility in hours of darkness		Ditto	Telescopic lighting - units and >spike-lights=(run either from generators or main supply) are installed in the event site and in the car parking areas, particularly in high -risk areas. All staff are equipped with torches. The immediate area around the stage will be illuminated by the stage lighting, the permanent Abbey flood lighting and a telescopic lighting-unit on the West Green. All pedestrian routes are lit either by permanently installed lighting or specially -rigged units (e.g. >spike-lights=).		None
SECURITY/ TERRORIST THREATS/CASH		Ditto	In the event of security and/or terrorist threats, procedures will be followed according to the guidelines set out in Security and Emergency Procedures Manual. Co -ordination of this will be supervised by the Health & Safety Co -ordinator at the event. <i>[Procedures for handling cash omitted intentionally for security reasons.]</i>		None

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
ABUSE OF STAFF/ VOLUNTEERS BY EVENT ATTENDERS		NT staff and volunteers	In recent years, staff and volunteers have been exposed to an increased frequency of verbal and physical abuse by a minority of event attendees when leaving the site. Currently, staff/volunteers request assistance/backup so that situations do not get out of control.		Staff and volunteers to formulate better contingency plans. Police to be asked to provide a uniformed officer on duty at the event exit, to make public order offence arrests if necessary.
INJURY/ INFECTION FROM WASTE DISPOSAL Toilet units Rubbish disposal		NT staff and volunteers, audience, performers, technical crew Ditto	Mobile toilet units supplied and maintained by WG Search Ltd. Search personnel will constantly service all toilet units through -out event. Mobile toilet units to be kept locked outside event hours. Search to carry out effluent disposal in accordance with legal obligations. Any mains water supply used will be clearly designated whether potable or not. Search to provide COSHH risk assessment and precautions. Additional toilet facilities at Deer Cottage, near Fountains Hall, and at Visitor Centre. Staff and volunteers have access to plenty of black bin bags and will operate a regular rubbish collection. 1 large covered skip will be located in Mill Yard and replaced when full.		None Other recycling schemes (e.g. bottle banks) continue to be pursued.

Nature of hazard	Worst outcome	Groups at risk	Current precautions	Risk rating	Action and further precautions
<p>NOISE CONTROL Nuisance caused by excessive volume levels of amplified sound</p>		<p>Residents and neighbours in surrounding villages</p>	<p>Noise levels will be monitored during the setting up of the sound system, the technical rehearsal and the event itself, both at the event site and from the neighbouring villages of Sawley and Aldfield. If the sound amplification is in excess of the levels proposed by the Noise Council, remedial steps to reduce the volume will be taken. The Events Coordinator will ensure that the villages are aware of the event and that they can be contacted on his mobile phone in case of complaint.</p>		<p>None</p>

APPENDIX 4 -RECO RDOFINFORMATIONEX CANGEFOR CONTRACTORS'OPERATI ONS -EVENTS

PROPERTY:	EVENT:	
DESCRIPTIONOFWORK:	NTEVENTSAFETYCO -ORDINATOR:	
	STARTDATE:	FINISHDATE:
CONTRACTOR : ADDRESS :	CONTRACTOR'SSITESUPERVISOR:	
	NATIONALTRUSTTEL.NO.:	
TELEPHONENO.:	NTEMERGENC YTEL.NO.:	

ACCESSAND SITEHAZARDS	Describeagreedaccessroutesandtimes (attachsitemapifnecessary).Identifyall knownhazardswhicharenotlikelytobe obviousstothecontractor,e.g.steep slopesandedges,unstableground,deep water,safe workingloadofbridges.	
OVERHEAD POWERLINES, UNDER-GROUND SERVICES	Identifythesehazards,asfarasisknown (attachplanifnecessary).TheContractor mustdeviseasafesystemofwork, incorporatingsafeworkingdistancesfrom thehazard,barriers ,warningsignsand otherformsofphysicalprotection.	
STORAGEOF MACHINERY, EQUIPMENT, MATERIALS	Identifywhereandhowmachinery, equipmentandmaterialsaretobestored toensurenoriskexiststoTruststaffforthe public,especiallychildren.	
HAZARDOUS SUBSTANCES	Identifyanyhazardoussubstanceswhich theContractorintendstouse.Ensurethat hehasassessedtherisks,andhastaken precautionsforsafestorage,use, protectionagainstandactionintheevent ofspillage,andremovalfromsite .	
PUBLIC PROTECTION	Give details of all precautions required to protectpublicfromtheworkinprogress, i.e.roadandpathclosuresanddiversions, warningsigns,barriers,exclusionzones.	
BUILDINGSAND OTHER STRUCTURES	Identifyanyrestrictionsnece ssarytoavoid dangerordamagetoproperty.	
FIRES	SpecifytheTrust'sprohibitionsonhot work,smokingandothersourcesof ignitioninorneartobuildings.	
OTHER REQUIREMENTS	E.g.forinsurance,security,environmental protection,natureconservati on.	

SignatureofContractor'srepresentative :	
SignatureofNationalTrustrepresentative :	Date :