

# **Festival 2018**

## **Balloch Loch Lomond**

### **Saturday 11 August 2018**

Prepared by Visitor Experience  
Loch Lomond and The Trossachs National Park Authority  
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## **Festival 2018: Balloch Loch Lomond**

### **EVENT OVERVIEW**

Festival 2018: Balloch Loch Lomond is an admission free, local community cultural festival – the first one ever to be held on the Moss O’Balloch. It has been developed by and for the community with the management support of Loch Lomond and The Trossachs National Park Authority [LLTNPA] with the support of Glasgow 2018. Glasgow 2018 encouraged all venues of the European Championships 2018 to hold local cultural festivals to complement the sporting activities in their area. Glasgow 2018 provided £25,000 towards the event, of which £10,000 was paid directly to local festival participants via grant support to local cultural groups, youth clubs, talented individuals and other entertainments. Behind the scenes, Glasgow 2018 contributed an additional £5k of support towards the development of the carnival parade costumes, rehearsals and professional creative management.

The event concept and content was planned by the Festival 2018 Steering Group, which met monthly for six months prior to the event. The event set-up and infrastructure is organised by LLTNPA with the advice and substantial in-kind infrastructure support of West Dunbartonshire Council and the support of Police Scotland.

In addition to the core festival activity at Moss O’Balloch, the carnival parade is being held on Saturday 11<sup>th</sup> August with approximately 160 participants on a route through the village linking Loch Lomond Shores, the European Championships sports venue, to Moss O’Balloch.

**Event Date–Saturday 11<sup>th</sup> August 2018**

**10.30am – 5pm**

Capacities:

It is anticipated that around 3,000 visitors will attend this event over the course of the day, though approximately 2,000 will be in attendance at any one time. The event is held in Moss o’ Balloch Park, Balloch.

Entry is free.

Programmes are available online with a quantity of print for free distribution to visitors to the festival on the day.

The event has been organised with the intention of providing a safe, clean and professional atmosphere for families so that they can relax, be entertained and enjoy the festival environment. The event site (Moss o’ Balloch Park - Google Maps: 56.004167, -4.579372) contains the following facilities:

- Event stage - WDC truck bed stage
- Floor stage – a designated space on flat grass for dance performance if required and, later in the day, for visitors who wish to dance.
- Mobile theatre with indoor audience capacity of 30 plus operatic act (Scottish Opera)
- Toilet facilities (6 x portaloos plus 1 disabled access toilet)
- Selection of retail stalls
- Selection of charity stalls
- Catering providers – outlets providing a variety of food and soft drinks
- Bouncy Castles – two small units for younger children
- Local performers for stage entertainment – singers, musicians
- National performers for music, drama and comedy acts
- Bar offering – predominantly beer and soft drinks - within designated, fenced off area

## EVENT PERSONNEL & ROLES

The event will be staffed by LLTNP tourism team employees x 3; a local festival coordinator; a professional carnival parade coordinator; parade stewards x 18 (Police Scotland Youth Group); Volunteers (part-hours) x 28; with support from six police officers of Police Scotland.

### Event Organiser - Carol Matthews, LLTNPA

- Overall accountability for the event
- Management of the event including planning, operating and implementing the event
- Planning the layout of the site, in a way that all official parties agree will be conducive to a safe environment
- To liaise with Festival Steering Group; Glasgow 2018; West Dunbartonshire Council, Emergency Services, and the Event Safety Officer
- Ensure all employees and contractors carry out their responsibilities in a way that will comply with all requests and stipulations made by any relevant authorities
- To create an Emergency Operations Plan
- To ensure that the objectives of the Licence are upheld and adhered to
- Co-ordinate all event staff, including Security staff, Stewards, Volunteers, Litter Management Team, and Medical Team.
- Ensure that all accidents or incidents are reported
- Be in full knowledge of the Emergency Operations Plan
- To ensure all venues throughout the event are fully operational and running in accordance to plan
- To assist in the enactment of emergency procedures
- Maintain a record of incidents, accidents and so on
- Ensure any incident or accident is appropriately reported, logged and investigated (including any reporting that may be required under RIDDOR)

### Event Traders and Stall holders Support – **Insert named individual**

- Ensure briefing of staff & traders regarding the event, procedures and protocols
- To make the Event Organiser and other teams aware of any issues that will affect the safety of any individuals
- Ensuring any incident is followed through in the appropriate manner
- To make regular and concise safety inspections
- Liaise with all traders to establish a clear line of communication
- To ensure that the objectives of the License are upheld and adhered to

### Event Safety Support - **Insert named individual**

- To advise the Event Organiser on issues relating to the health & safety of contractors and the public
- To assist with the delivery of the Event Safety Management Plan
- Oversee development of suitable contingency and emergency plans
- Assist in conducting suitable event risk assessments

### Festival Coordinator - **Insert named individual**

- Assist in the collation of health and safety documentation etc
- Conduct safety monitoring inspections prior to, during and after the event, including obtaining Sign-off from the Event Organiser where appropriate
- Monitor activities of event suppliers and ensuring safe working practices are followed
- In consultation with the Event Organiser, to take such actions as deemed necessary to ensure compliance with statutory health and safety duties

## **AKC Security & Safety Officer**

- Create a crowd safety management plan
- To assist in the enactment of emergency procedures
- Ensure the provision of competent and qualified security personnel to carry out their duties
- Assist the Event Organiser in meeting the license objectives
- To provide fully trained and accredited Safety Steward
- Ensure any incident is followed through in the appropriate manner
- To make the Event Organiser and/or police aware of any issues that affect the safety of individuals
- To ensure that the objectives of the License are upheld and adhered to
- To present a professional image at all times
- Feedback all observations made by staff that may encourage a safer environment
- To create the Emergency Operations Plan
- To support the Lost Children facility run by National Park, liaising with Police Scotland as appropriate
- To assist and support the Event Organiser; Event Traders Support and Safety Support; Emergency Services and Ambulance Scotland, the event stewards and volunteers and the police whenever they deem necessary, in normal and emergency scenarios
- Must be wholly compliant with the Management of Health and Safety at Work Regulations
- Provide a post-event security report to Event Organiser

## **Security Personnel – Police Scotland**

- Police Scotland is detailing six officers to the festival event.
- The Police Scotland presence is on site to help protect the public, invited guests, staff and contractors present at the event
- Police Scotland will support the Event Organiser, event staff and volunteers to protect all property, equipment and vehicles on site
- To make the Security Manager aware of any issues that will affect the safety of any individuals
- To carry out searches of visitors and property when deemed necessary
- Be familiar with the location of exits, muster points and procedures to follow in the event of an evacuation of their area or the whole event site
- To help protect the surrounding area from any anti-social or illegal activity.
- Police Scotland are handling the festival as part of the European Championships event and have full knowledge of the Emergency Operations Plan for the area during the European Championships

## **Stewards and Volunteers**

- To have knowledge of the Emergency Operations Plan
- To make Carol Matthews, Event Organiser, aware of any issues that may affect public safety

## **Medical & First Aid Team – Ambulance Scotland**

- To care for all first aid & medical needs and requirements of visitors, staff, and contractors/traders
- Raise any common re-occurrence of incident / illness to the Event Organiser
- Provide treatment trailer and response kit with qualified and competent first aid staff
- Advise the Event Organiser of any patterns in reported accidents/incidents
- Alert Event Organiser of any major injury, death, or need of ambulance/ transport to hospital
- Comply with all relevant regulations and certification
- To support 'Lost Children' operation if required.
- Feedback all observations that may support a safer environment
- To be in full knowledge of the Emergency Operations Plan

## **EVENT MANAGEMENT - KEY CONTACTS**

**List here all your key named individuals  
Include their role, name and mobile number/s**

**Roles might include:**

**Event Organiser:  
Event Traders Support:  
Event Safety Support:  
Festival Co-ordinator:  
Ambulance Scotland:  
Stewards & Volunteers:  
AKC Security & Safety:  
Festival Communications:**

## **SAFETY MANAGEMENT**

LLTNPA is committed to meeting obligations under the Management of Health and Safety at Work Regulations and the core objectives of the Licensing Act.

The Health and Safety of festival participants, visitors, staff, contractors and volunteers are of paramount importance to LLTNPA and the Festival Steering Group and we will comply with all legislative requirements and guidance with the advice of WDC.

As a central government public body, LLTNPA is only permitted to have commercial insurance when there is a legal requirement to do so. On that basis, all other non-legal insurance is covered by a term, "self-insurance" and this applies to our public liability insurance. Further detail are available from Finance, LLTNPA.

All contractors and traders will supply copies of their individual Risk Assessments and Public Liability cover as well as their Employee Liability cover (if necessary) which will be filed and kept in the Event Safety File.

### ***The Build Phase***

The Build Phase will commence on 10/08/2018. The responsibility of the Health and Safety of all people on the site during this phase will be that of the Event Organiser, Carol Matthews, LLTNPA.

All risk assessments will have been carried out and collated by LLTNPA in advance, though there are likely to be alterations made on site over 10 & 11 August. These will be noted and recorded in the Event Safety File.

The Event Organiser, Traders Support and Event Safety Support will cover all the inspections of each temporary structure (with the aid of the stallholder/trader who erected it) and examine the structure and immediate area before sign-off. . This will be recorded and filed in the Event Safety File.

Before the public are allowed to enter the site at 10.30am on 11/8/18, the Event Organiser, Event Traders Support and Event Safety Support will tour the site and inspect all provisions. Only when all members of Event management are satisfied that the site is in a safe and proper state will the team sign off the site as suitable for the public to be given access.

LLTNPA will consult all suppliers prior to the Event to consider weather conditions and the effects on their progress regarding their individual presence at the festival. Once the fixed weather pattern at the time becomes clear, LLTNPA will review the Build Schedule to check any further needs and support required.

### ***The Event phase***

The Event Organiser will sign the site off as safe to open before public are permitted entry at 10.30am on 11/8/18. A staff safety briefing will take place before the event opens. Security will be deployed as per the crowd safety management plan. Site inspections will be carried out on a regular basis throughout the day. The site will be free from potential hazards and all appropriate fire safety equipment will be in place.

### ***The Break Down Phase***

The event will close at 5pm following the close of the last act on the main stage, on 11/08/2018. Stallholders can pack light goods but are not permitted to begin to dismantle structures until the site has been cleared of all members of the public. All vehicle movements will be monitored. The entire site will be back to an acceptable condition of tidiness by 20:00 on 11/8/2018 and will be checked again for a final sweep of litter at 9:00am on 12/8/2018. LLTNPA has advised WDC that the site will be back to normal by noon on Monday 13/8/2018 to check bin collections etc but in fact it is intended everything should be pretty much restored to normal by Sunday morning.

### ***The Post Event Phase***

The National Park will follow up with stall holders and traders post-event to secure a de-brief/survey or performance – what worked, what didn't and where improvements could be made/lessons learned for future events.

## **TEMPORARY STRUCTURES AND SITE INFRASTRUCTURE**

<b>Food &amp; Drink Suppliers</b>	<b>Commercial Stalls</b>	<b>Local &amp; Community Arts</b>
Insert your list, if applicable	Insert your list, if applicable	Insert your list, if applicable

## **TRAFFIC MANAGEMENT PLAN**

### **Visitor Traffic**

No closures are in place on the day of the event. Train travel has been heavily promoted as the preferred transport for visitors.

A community carnival parade, with Police supervision and escort, will leave Loch Lomond Shores at 11.15am and wend its way on a 45-minute route up Balloch Road to the main festival site at Moss O'Balloch arriving at 12noon.

Visitors will be arriving via various forms of transport. The event managers aim to cater for all visitors in a way that will make their commute to and from the Festival 2018 as easy as possible.

### **Site Traffic Management**

All traffic will enter the site via the Main Entrance.

Traffic movement within the venue will not be permitted after 09.30am on 11<sup>th</sup> August with the exception of (a) emergency vehicle access/egress and (b) boat users/trailers requiring access to the slipway.

A 5mph maximum speed limit will be imposed for any vehicle moving on-site. No vehicle is permitted to reverse.

Cones will be placed at the event site entrance to prevent vehicles accessing the site at speed.

### **Parking**

A temporary traffic management order will be in place to prevent congestion in the locale around the event area. A coning schedule has been agreed with the police and WDC Leisure.

Local Residents and business users will be notified in advance of these temporary arrangements by the issue of an explanatory letter which will also act as a pass through the 'soft' road closure.

There is limited internal car parking available within Moss O'Balloch Park for officials vehicles (x8) on the day. These vehicles must be on site no later than 08.30am.

Officials of the LLHG Committee and some employees will park their vehicles within the park itself displaying parking passes previously prepared and issued by WD Leisure.

Coach parking will be within the Loch Lomond National Park Headquarters car park on Carrochan Road. Disabled parking will also be at this location. Spectators, participants etc. car parking will be at the Loch Lomond Shores overspill car park. Other officials and VIP stewarded parking will be at the Balloch Park South Lodge Gate, outside the main event site.

### **FIRE SAFETY**

LLTNPA places great importance on Fire Safety. Detailed fire risk assessments will be carried out including the identification of combustible fuels, ignition sources and public fire safety. Clearly identifiable fire extinguishers No. FIVE x large foam, will be provided in marked places in addition to the extinguishers held by individual stallholders and at the defined bar area.



## **CROWD MANAGEMENT PLAN**

Crowd Management is the responsibility of AKC Security who has a Safety Steward on duty on-site from 8am – 5pm on Saturday 11<sup>th</sup> August. AKC Security has the support of LLTNPA staff, stewards and volunteers. There is also police support that day to cover the festival event: one sergeant and six officers.

The festival is free. Therefore, no requirement/time spent on gate-checking admission tickets. There are no road closures.

### **Saturday 11 August at Moss O’Balloch:**

The key position of the AKC Security and Safety Steward will be the entranceway to Moss O’Balloch.

- **8:00hrs:** The site is closed to vehicles from 8.00am except:
  - (i) to Traders and Stallholders attending the event, who should park at the very back car park of the Moss and leave their vehicles there until at least 5pm OR should unload and remove their vehicles until after 5pm;
  - and
  - (ii) to boat operators requiring access to the slipway, who should drive forward and turn left into the access road to the slipway.
- **8:45hrs:** Scottish Opera mobile theatre will arrive and park within the Moss on the furthest (third) layby on the left side of the avenue.
- **10:00hrs:** Site lock down. The site is now only open to boat operators (as above) and to Emergency vehicles.  
Support stewards and volunteers will manage the entranceway. SKA Steward will contribute to pre-event safety sweep.
- **10:30hrs:** Open to the public
- A group of 200+ will arrive around 12noon when the parade reaches Moss O’Balloch. The 160 participants will dissipate and make for St Kessog’s for refreshments
- **17:00hrs:** Festival event closes. Public depart.
- **17:15hrs:** Vehicular movement permitted.

### **Notes**

- The Security Manager is required to liaise with the Event managers.
- A communications system via mobile phone is available between all event personnel.
- All event personnel to be identifiable with company logo clothing and hi-vis clothing where required.
- All security personnel to be clearly briefed on their duties and responsibilities prior to being posted.
- The Event will open to visitors at 10:30hrs and will close at 17:00hrs

### ***Audience Profile and Crowd Dynamics***

The Audience is expected to be made up of families, with some visitors attracted to Balloch because of the European Championships 2018.

The roles of the staff, Stewards and volunteer teams will be to provide a safe environment for visitors. This will include monitoring crowd movements, assessing crowd psychology and behaviour patterns. All staff and steward personnel will be easily identifiable in hi-viz vests.

### ***Admission Policy***

- Admission to the event is free but Staff and Stewards will not allow entry to any person deemed to be under the influence of drugs, or in excess of alcohol
- Any person found to be acting in an aggressive, highly challenging or illegal manner will be reported to the police.

## **AMBULANCE & FIRST AID**

### **Ambulance Scotland on-site resources:**

- 1 x Fully equipped treatment trailer with response kit
- 4 x first aiders 10am – 5pm

In addition, many of the National Park staff and ranger volunteers in and around the park are trained first-aiders. Also, two ambulances with trained personnel detailed to the European Championships will be on site at Loch Lomond Shores during the festival event.

The Receiving Hospital under normal circumstances will be the Royal Alexandra Hospital (RAH), Paisley. Alternative hospitals may include:

- Queen Elizabeth University Hospital
- Royal Hospital for Children Glasgow
- Golden Jubilee (Clydebank)

The ambulance crew may choose to use one of the above alternatives depending on circumstances.

## **SANITARY PROVISION**

Toilet and welfare facilities at the event include:

Permanent public toilets at the Balloch Bus Terminus, which have separate facilities for the disabled. These have recently (2018) been refurbished by WDC.  
One public toilet at VisitScotland iCentre, Station Square.

In addition Event-A-Loo is commissioned as the selected supplier to provide the following portable toilets to be positioned on site and accommodate facilities for both genders and disabled users:

- One unisex disabled toilet unit
- Six unisex toilet units
- Baby Changing Facility

## **LITTER AND WASTE**

Volunteers will patrol to keep the site free from litter throughout the event. They will also be the team who will do the final clear down of the site.

Litter will be stored on site and removed by WDC after the event has finished.

All waste removed from the toilets will be dealt with by the contractor; they will supply copies of all the relevant paperwork for the Event Safety File.

Traders and stallholders have been asked in advance of the event to try to minimize their waste/packaging and to remove as much debris as possible from the site themselves after the event. They will also be able to use the litter facilities on site as back-up and are requested to keep the area directly surrounding their pitch litter free throughout the event.

There will be bins and waste receptacles for general waste throughout the event courtesy of WDC.

A large secure skip will be stored on-site for the event duration at the rear car park.

# Appendix 1

## Festival 2018: Balloch Loch Lomond Main Site Map



Site Plan showing approximate locations of stalls and entertainments.

## Appendix 2

### Festival 2018: Balloch Loch Lomond

#### Parade Route Map



- 10:30 Parade participants meet at back door of Lomond Shore (Jenner's back entrance)
- 11:05 Bronze Commander & David Quinn give go-ahead for parade route along front walkway
- 11:15 Parade departs
- 11:30 Parade slows in unlikely chance it will reach Station Sq before 11.30.
- 12:00 approx - Parade reaches Moss O' Balloch and dissipates
- Parade participants go to St Kessog's Church Hall for complimentary juice and biscuits.

## Appendix 3

# Emergency Operations Plan

### Communication

Event staff and volunteers will use mobile phones as the main method of communication at the event..

Communications contacts cards will be issued at briefing sessions and on the day of the event with mobile numbers of all event control staff and other essential personnel to the stall holders and community groups.

### Fire

On noticing a fire, immediately direct members of public away to a safe distance and seek help. Contact a member of Security staff or phone any of the Event staff. AKC Security will deploy staff to evacuate the area if necessary and the Event Organiser will contact the Fire & Rescue Authority if necessary.

### Public Disorder

In the event of public disorder, immediately notify a member of AKC Security staff or Police Scotland or the Event Organiser. The Security support will contact the on-site Police to intervene and deal with any individuals committing an offence if appropriate.

### Lost & Found Children

On receiving a report of a lost child, contact the Event Organiser, who will if appropriate inform the police or contact the police direct. Regular announcements will be made over the public address system. This will be arranged by the Event Organiser and NP Lost Child support. .

All “found” children will be taken to the Lost Children gazebo and looked after by National Park staff and police until collected.

It is essential that prior to releasing the child to the care of the third party that the relationship is established. At all times **the police must be present where a child is being returned to the care of a parent or guardian**. The final decision whether to hand a lost child to over to a parent or guardian must rest with the police.

### Lost & Found Property

On receiving a report of lost property, contact the Event Office, who will record the item and any details such as find time and location.

All found property will be given to the police.

### Ambulance & First Aid

Ambulance Scotland provided treatment and first aid cover for the event. In the event of injury or illness, proceed to the first aid post and seek assistance.

## Accident Reporting

The Event Organiser and Ambulance Scotland must be notified of any accident sustained whilst working at the event. An accident record book will be kept.

## Robbery

If an attempted robbery is made, follow any instructions. DO NOT put your own safety at risk. Comply with instructions and when it is safe to do so, report to the Event Organiser who will inform the on-site police. Try to remember as much as possible about the robber, paying particular attention to any permanent characteristics (eg. facial or any other distinguishing features) along with type/colour of clothing to assist with identification.

## Intoxication

Any visitor suspected of being under the Influence of drugs or an excess of alcohol will not be permitted entry to the event. If there is a perceived threat of disorder, withdraw and notify Event personnel who will notify the Police. AKC Security and Police will also be notified of any visitor at the event who becomes intoxicated and causes disorder. Any such individual will be removed.

## Suspect Package Advice

- CONFIRM**
  - Whether or not the item is suspicious
  - Use the HOT protocol
    - Is it HIDDEN?
    - Is it OBVIOUSLY suspicious?
    - Is it TYPICAL of an item you would expect to find?
  - Ask loudly '**Is this anyone's bag?**'
  - Do not touch
  
- CLEAR**
  - The area
  - Move away to a safe distance at least 100m away from the item
  - Keep yourself and other people out of line of sight of the item. It is a broad rule, but generally if you cannot see the item then you are better protected from it.
  - Think about what you can hide behind. Pick something substantial and keep away from glass such as windows
  
- COMMUNICATE**
  - Tell a member of Security staff or Police
  - Contact Event Organiser
  - If there is no-one available ring 999
  - Do not use mobile phones or radios within 15 meters of the item
  
- CHECK**
  - For any other suspect devices at the evacuation area
  
- CONTROL**
  - Stop others approaching the affected area

## MAJOR INCIDENT Contingency Plan

Major incidents – this is any emergency which involves a large number of people and which requires the implementation of special arrangements by one of the emergency services for:

- The initial treatment, rescue and transport of a large number of casualties
- The involvement either directly or indirectly of large numbers of people
- The handling of a large number of enquiries likely to be generated both from the public and media.
- The need for a large scale combined resources of two or more of the emergency services.
- The mobilisation and organisation of the emergency services and supporting organisations, eg Local Authority, to cater for the threat of death, serious injury or homelessness to a large number of people.

Command of any incident escalating to a major incident will be passed to the Senior Police Representative and the services of the event put at his/her disposal.

Major Incident procedures will come into effect as outlined in 'Definitions' above and it is anticipated that an evacuation of a part of the site will have been undertaken by the event staff that will then be at the disposal of the emergency services.

The rendezvous point/major incident liaison is initially at the designated area of the (event office/police mobile office), which will be used if possible as a forward control point in the event of a major incident.

If large-scale resources are to be built up on site they can be held at the Emergency Evacuation Area. Indoor space is also available at St Kessog'c Church nearby.

In the event of press and media queries received in relation to the Major Incident, the National Park's team would aim for strong liaison with Police Scotland and make, wherever possible, a joint response.

A contact list of key event staff is on Page 4. Copies of all contact numbers will also be available onsite all day and handed out to stallholders/volunteers at the start of the event.. In the event of any communication failure, there are mobile phones onsite and land-lines in nearby dwellings if necessary.

The response to a failure of the communication system would therefore be to move to another form of communication while the technical problems were being investigated and resolved.

## **EVACUATION PROCEDURE**

**If it has been determined that an evacuation is required, the following steps shall be taken:**

- Event Organiser will contact the emergency services and remain in contact, giving concise and up to date information. Admittance will be stopped at main and rear entrances.
- Key event personnel including AKC Security and the Event Traders Support will be deployed to the site of incident to investigate and report back details to Event Organiser
- The Event Organiser will liaise with Police Scotland immediately to request personnel for strategic locations to ensure the visitors, staff, volunteers and traders are protected from the incident
- Event Organsier will instruct the use of or personally use the PA system within the area to relay information to the public
- If the emergency services deem it necessary to attend, then Event Organiser will liaise with their Incident Commander. All resources at hand will be offered to the Emergency Services and they will be able to control the site if they see fit
- Event Stewards will cordon the area preventing any members of the public access to the incident site.
- Re-admittance to an evacuated area or entire site will only be allowed when the Event Organiser and Police Scotland are happy that the area is safe. If the evacuation was of a serious nature and involved one or more of the Emergency Services, then permission to re-enter will normally be given by them first.

**In the event of a full-site evacuation, the muster point will be at the nearby Balloch Bus Terminus**

If there is to be a **full evacuation**, there will be an announcement:

***Code Alpha: will ALL event staff and volunteers assist the EVENT ORGANISER.***

On hearing this message, all spectators are to be evacuated, away from danger.

The announcement will state the code colour and all contact via radios and mobile phones will refer to the incident code colour as follows:

1. CODE **RED**: Fire
2. CODE **BLUE**: Crowd surge
3. LOCKDOWN lost child (gate staff will monitor exit gates)
4. CODE **BLACK**: Bomb / suspicious package.
  - a. DO NOT use radio / mobile within 10 meters of the package.
  - b. Inform police/event control of item description.

## **PHOTOGRAPHY**

The National Park will mount signs in the Moss O'Balloch to notify the public that professional photographers and film-makers are working on behalf of the festival to record entertainments and public enjoyment as part of the festival. It should also be noted that:

- No consent is required for photographs taken at public events for personal use only. Personal use is likely to include photographs taken of family members for enjoyment by family members or photographs taken merely as enjoyment of the event.
- Photographs taken purely for personal use are exempt from the provisions of the Data Protection Act.
- Members of public do not need a permit to film or photograph in public places and police have no power to stop them. But no-one is permitted to photograph a person who has a "reasonable expectation of privacy".
- If images are posted to the internet (eg. Facebook) it is no longer considered 'personal use' and may become subject to Data Protection legislation.

**Any breach of these guidelines should be reported to Event/Security staff or police immediately.**

## **MEDIA CONTACT**

In the event of a major incident all media announcements will be made jointly with LLTNPA Communications team and Police Scotland. No other staff or volunteers will be permitted to liaise with the media.

**INSERT name and mobile number of your general communications contact:**

**Communications re Major Incidents/Evacuations: INSERT name and mobile number**



Appendix 4: Emergency Evacuation positions & Disaster NPA Communications: 07739 931263 [J Ford]



**Appendix 5: Temporary structure check list**LLTNPA – Festival 2018: Balloch Loch Lomond

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ISSUE: ONE

DATE: 30 July 2018

**EVENT OPERATIONAL FORM****Temporary Demountable Structures – Pre Event Checklist**

<b>Event:</b>	Festival 2018: Balloch Loch Lomond
<b>Location:</b>	Moss O’Balloch Park
<b>Date:</b>	Saturday 11 August 2018

<b>Stand name:</b>	
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For each item, tick or state N/A in the box or leave blank and tell us if you have an issue with your gazebo/tent/structure when Event Safety Support visits your stand:

[carol.matthews@lochlomond-trossachs.org](mailto:carol.matthews@lochlomond-trossachs.org)

		✓
1	All aspects of the final structure are at a safe distance from power lines/other hazards	
2	Anchorage are suitable for the purpose and soil condition and are holding fast	
3	Bracing wires/bars on roof and walls are in place and adequately tensioned	
4	All ropes, including wire ropes, are sound	
5	Fabric is tensioned and not prone to ponding	
6	Escape routes are clear of obstruction	
7	Exposed ropes and stakes adjacent to exits and entrances are marked /or roped off	
8	All locking pins and bolts are in place and secure	
9	All structural supports are sound without cracks/significant dents and not overstressed	
10	Eaves connection joints are securely locked home	
11	No unrepaired tears in fabric are present	
12	Flooring – if any - is evenly laid and there are no tripping points	
13	Carpet and other floor covering is securely fixed so as to minimise the risk of tripping	
14	Roof lining does not drop significantly below eaves	
15	All timber uprights and ridges are free from splits that are likely to cause failure.	
16	Walls are securely pegged and/or secured	
17	A pole tent has all side uprights, anchor stakes, pulley blocks & guy ropes	
18	The main upright(s) is/are independently guyed where appropriate.	
19	Flame retardant labelling is in place on panels	
20	Final all-round visual check to satisfy that tent is erected securely and tidy	
21	Stallholder confirms they have not made unauthorised modifications to the structure	
22	Client briefed on precautions to take for adverse weather	
23	Client briefed on emergency contact procedures	
24	No dangerous, combustible or toxic gases or other allied product such as aerosols, explosives or pyrotechnics are stored within stalls/gazebos.	
25	Suitable fire extinguishers accessible to each stall/stallholder.	

**Stand Contact has checked their own structure, signed:**

**Event Safety Support,  
Event Trader Support  
or Event Organiser**

**Signature:**

**Date:**

**Time:**

## Appendix 6: Site Safety check-list pre-opening

<b>Event:</b>	<b>Festival 2018: Balloch Loch Lomond</b>
<b>Location:</b>	<b>Moss O’Balloch Park,</b>
<b>Date:</b>	<b>Saturday 11 August 2018</b>

The following must be checked immediately prior to the event: Friday 10/8/18 run-thru and Saturday 11<sup>th</sup> at 10am on set-up completion and site lock-down in readiness for public to be admitted from 10.30am.

1.0 ACCESS AND EGRESS					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
1.1	Entry and exit areas easily accessible?				
1.2	Thoroughfares defined, clear of obstructions and trip hazards?				
1.3	Are staff/stewards in place and properly briefed?				
1.4	Can emergency vehicles gain safe access?				
2.0 SITE CONDITION					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
2.1	Is the site free from trip hazards?				
2.2	Are permanent fixtures in good condition?				
2.3	Has vegetation been cut back, debris cleaned and the area made safe?				
2.4	Have prevailing weather conditions created fresh hazards?				
3.0 TEMPORARY DEMOUNTABLE STRUCTURES					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
3.1	Have all structures been completed, inspected and certificated where necessary?				
3.2	Have all structures supplied evidence of insurance?				
3.3	Are all structures built to the supplier's method statements?				
4.0 ATTRACTIONS					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
4.1	Have all attractions supplied evidence of insurance.?				
4.2	Is fire fighting equipment in place?				
4.3	Have electrical supplies been checked by a competent person?				

5.0 TRADERS					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
5.1	Have all traders received fire safety advice?				
5.2	Are generators fenced off to prevent public access?				
5.3	Has all insurance and other H&S documentation been supplied?				
6.0 SITE HEALTH AND SAFETY					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
6.1	Is all signage (water/first aid/exits/information/toilets, etc) in place?				
6.2	Is fire fighting equipment in place?				
6.3	Have electrical supplies been certificated and checked by a competent person?				
6.4	Have sufficient toilets been provided, properly sited and stocked?				
6.5	Are adequate first aid facilities in place?				
6.6	Is the public address system in place and working?				
6.7	Have any fresh hazards been introduced during the build period?				
6.8	Are sufficient waste bins/skips in place?				
6.9	Is hazardous equipment e.g. (generators etc) fenced off?				
7.0 EVENT STAFF					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
7.1	Are stewards/security staff in place?				
7.2	Are event staff wearing appropriate hi-vis clothing?				
7.3	Have all key personnel been issued with 'comms' cards?				
7.4	Is everyone aware of the chain of command/their own duties?				

**Confirmation that checks have been carried out:**

Event Organiser, **INSERT name**

**Signature:**

**Date: 11/8/18**

**Time:**

Event Traders & Stallholders Support, **INSERT name**

**Signature:**

**Date: 11/8/18**

**Time:**

Event Safety Support, **INSERT name**

**Signature:**

**Date: 11/8/18**

**Time:**