

# Besieged



**Date:** 7<sup>th</sup> and 8<sup>th</sup> September 2024

**Organiser:** Allan H. Muir

**Organisation:** Mythos Historic Events

**Telephone:** [REDACTED]

**Location:** Yellowcraig Overflow Car Park, EH39 5DS, and parking in the field opposite to the east of Ware Road

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## 1) EVENT OVERVIEW

### **The Event**

Besieged is a historical re-enactment portraying the mediaeval era of 1298. It will involve 6 or 7 groups of re-enactors from England and Scotland, portraying crafts, skills and fighting of the time. It is expected there will be around 70 or so re-enactor participants. The public will be able to experience longbow and crossbow firing.

The intention is to have a military encampment setting which is as close to the era as possible and to that end modern intrusions will be limited.

Attendance is expected to be in the order of 500 people per day (total 1000): it should be possible to monitor the numbers as tickets will be mostly online. The nature of the event will mean that the audience profile is likely to be family orientated. Traditionally, the behaviour at re-enactment events is good natured and there will be no drink or drugs permitted on site.

The event will begin setting up from Wednesday 4<sup>th</sup> and through Thursday 5<sup>th</sup> September.

The re-enactors will begin to arrive from midday of Friday 6<sup>th</sup>, and will then set up encampments with a view to simulating a medieval setting. The re-enactors will camp on site on Friday and Saturday nights, largely in period tents, and once set up they will be expected to park vehicles away from the site in the event car park the other side of Ware Road.

Members of the public will attend from 10am on Saturday 7<sup>th</sup> and Sunday 8<sup>th</sup>, and the event will conclude at 4pm on both days.

Clearing the site will commence on Sunday evening 8<sup>th</sup> September and will conclude by 5pm on Monday 9<sup>th</sup>.

### **Site and Car Park Layout**

**\*See Appendix 1a, 1b and 5**

### **Event Itinerary**

Wed 4<sup>th</sup> September: Delivery and erection of peripheral fencing.

Thursday 5<sup>th</sup> September: Erection of main pavilion tent; placing internal signage; preparation of entrance/exit for event car park area

Friday 6<sup>th</sup> September: Installation of Portaloos; placing external signage; organising placement of tents; construction of archery site; roping off as necessary

Saturday 7<sup>th</sup> September: establishing medical team in position; final briefing for stewards and marshalls; feedback from stewards and marshalls at conclusion of the day

Sunday 8<sup>th</sup> September: as for Saturday; at conclusion, ensuring site is vacated timeously by the public; also ensuring event car park is cleared of all vehicles; internal signs down; all tents deconstructed along with archery site.

Monday 9<sup>th</sup> September: Removal of peripheral fencing; external signs down;

### **Programme of Events (Both days)**

10am: open to the public

12am: parade in of the King's cortege

12.15: entertainment before the King

1pm: the King holds judicial court

3pm: the Tournament a Plaisir commences

3.45pm: conclusion; the King departs

### **Event Management**

Organiser and Manager: Allan Muir

Medical Lead: ABC Paramedic Services

Lead steward: to be confirmed

Road marshalls: 4 (accredited Crexcells)

Entrance control/ticket stewards: 2 (accredited Crexcells)

Stewards: 6-12 to be confirmed

Overnight Security: one JSL Security Guard (SIA approved)

### **Crowd Management**

The event will be ticketed via an online system, which will give organisers an ability to control likely attendance. On the day of the event it will be possible for those without tickets to purchase at the entrance also; but there will be no cash payments for entry.

The frontage of the performance area to Ware Road and the access road to the caravan park to be fenced off with barriers.

Ticket checks and egress control will be made at the entrance gate attended by 2 stewards.

The rear access gate (caravan access road) will be controlled by one steward.

The family demographic of the probable public attendance is such that it is not considered that there will be a problem with alcohol or drugs, but stewards will not permit entry to anyone who is clearly under the influence, or carrying alcohol.

### **Advertising**

It is expected that there will be posters placed within the local area (North Berwick; Dirleton; Gullane; Haddington; Tranent; Long Niddrie). These will be removed within a few days after the event concludes.

There may be advertising in local papers, and a PR campaign utilising social media will be enacted. The local residents all have online sites.

Dirleton residents will receive a mail drop giving forewarning of the event.

It is hoped that ELC may assist by promoting within their own social media

## **2) SITE MANAGEMENT**

**\*See Appendix 1a and 1b**

### **Contractors**

ABC Paramedics: medical services [07947 800006](tel:07947800006) [info@abcparamedicservices.co.uk](mailto:info@abcparamedicservices.co.uk)

Crexcell: stewarding and road marshalls: 07831 248804 [info@crexcell.com](mailto:info@crexcell.com)

JSL Security: overnight security 31 657 5678 [office@jsslsecurity.co.uk](mailto:office@jsslsecurity.co.uk)

Hireline: fencing and portaloos provision 0131 669 7660 [pat@hireline.info](mailto:pat@hireline.info)

### **Traders**

On site: Rogue Trading: sellers of mead. They will apply for their own licence.

Off site (event private car park): Dough Brothers Pizza. Private licences.

Off site (event private car park): Wee Green Events burgers etc. Private licences.

Off site (public car park): Amalfi ice cream and coffee. Licenced by ELC.

**Fencing and Barriers**

HERAS 3.5m by 2m fencing will be used around all areas of the event site, except for the private caravan road, which will be roped and patrolled by a steward at all times.

[\\*See Appendix 1](#)

**Water**

Water will be supplied from an on-site bowser with potable water.

There will be no electricity or gas supplies.

**Temporary Structures**

There will be medieval style tents throughout the site. Locations are impossible to be exact until set up is complete, as is the final number of tents; but it is likely there will in the order of 20-25, along with a larger main pavilion tent. See site plan.

Roping will keep the public away from guy ropes and tent pegs

There is no prescribed distancing between tents, but a safe distance would be guy ropes plus 1m to allow passage between them. That is roughly 3-4 m between the tents overall.

**Fire Safety**

Covered within a separate risk assessment.

[\\*See Appendix 7](#)

**Medical and First Aid**

ABC Paramedic will attend with a fully equipped high dependency unit ambulance, including a stretcher and defibrillator.

There will be two Paramedics: 1 x HCPC Paramedic and 1 x EMT.

The ambulance will be located at the rear entrance to the event, and the medics will take position within the administration control tent nearby (10' by10'), which will have a table and chairs.

Their contact details will be issued to stewards for speed of reporting incidents in the wider area. It is intended that they will have a dedicated walkie-talkie channel.

Local medical services will be informed of the event.

## Public Health and Welfare

9 portaloos will be on the event site itself with hand washing provision and including 1 wheelchair accessible cubicle. This is in excess of requirements.

*From the Purple Guide, Table 2:*

*For an audience of 500, assuming a 50 / 50 male female split and an event duration of less than 6 hours with little or no alcohol or food;*

*Female WCs 1 per 68 therefore  $(250/68) = 3.7$ , say 4 required*

*Male WCs 1 per 340 therefore 1 required*

*Male urinals 1 per 125 therefore  $(250/125) = 2$ , say 2 required (substituted by WCs)*

*Total requirement = 7 cubicles*

There is also a toilet block within 200 metres, which provides 3 further cubicles separately for females and 2 for males along with 2 urinals. There are 6 hand-wash basins within the block. Also, there is one wheelchair access toilet.

On the outside of the block are two showers and a water tap. The block is closed from 8pm until 9am at this time of the year.

## Waste Disposal

Litter bins will be provided throughout the site, and near the food vans: these will be emptied at the end of each of the two days.

Groups will be issued with large bin bags. These will be collected at the conclusion of the event.

Final clearance on Monday morning. Rubbish will be disposed of at Wallyford rubbish tip

The site will be vacated before 5pm Monday 9<sup>th</sup> September.

## Noise Management

The music will not be amplified. Groups will be requested to ensure noise or music in the evening are kept to sensible levels, and that gatherings disperse by 11.30 latest.

There are no houses in the immediate vicinity.



## **Accessibility**

One wheelchair accessible portaloos will be provided on-site.

The toilet block in the main car park has accessible toilet facilities, with a separate wheelchair toilet.

Wheelchair users may be able to access the site from the parking area by the rear entrance, although there is a slight slope to then negotiate.

The main site is generally flat, although grassed.

## **Stewards and Marshalls**

There will be 6 SIA licenced stewards: 4 (TMO) will control road traffic and 2 will control entry/egress at the site entrance. These will be supplied by Crexcell.

Also, approximately 6 extra volunteer stewards will assist within the car park area, at the rear entrance to the site and within the performance site.

The road marshalls will wear full-sleeve hi-vis jackets upto appropriate standards. Others will wear hi-vis jackets with Mythos Historic Events identification on the back.

Stewards will communicate via walkie-talkies, but will have mobile phone back up in case of problems. Spare batteries will be located in the administration tent.

Initial briefing with written information sheets will be given to the stewards prior to the event weekend. Final briefing will be given on the mornings of the events. Crexcell will brief their operatives, and Mythos Historic Events will brief the unlicensed stewards.

**\*See Appendix 2 and 3**

## **Risk Assessment**

**\*See Appendix 7 and 8**

### **3) INCIDENT MANAGEMENT**

#### **Welfare of Children/Vulnerable Adults**

Missing children will be taken to the Chief Marshal at the administration tent, where two medics (certified PVG) will be in attendance to assist with looking after the child.

**\*See Appendix 3**

### **Incident Reporting and Investigation**

Accidents and incidents will be reported to the main administration tent, and once dealt with full details will be noted down as a record for future reference.

### **Communication with the Public**

There will be an audio system in operation. Pre-scripted announcements will be available to save time: evacuation procedures for fire or other emergency; where to gather or rostering; warning of emergency vehicle access.

### **Emergency Plans**

The event organiser and lead steward will be responsible for determining that an incident is now a major incident or emergency and will take responsibility for decisions until the emergency services arrive and take control.

Contact details for Police, Ambulance and Fire will be kept at the administration tent and will be in the personal possession of the lead steward and organiser.

The latter will take the responsibility of contacting the relevant services should the need arise and will liaise with them once on site.

Access to the site for emergencies will be by the rear entrance primarily, and this will be the rendezvous point for emergency services. The administration tent will be near this entrance way, and the furthest areas of the site can be accessed via the surrounding track, which will be clear of obstructions.

Stewards will ensure that the public are under control, and they will organise evacuation should this become necessary.

Emergency evacuation will be announced via the speaker system, and should this fail the site is small enough that the stewards could get the message out by circulating.

The main exit will be the front entrance, but should this be difficult the rear entrance could be utilised. In the unlikely event of both these areas being inaccessible, then a controlled evacuation by stewards through the area towards the caravan access road used. Once the public have vacated the event location, they will be directed to assemble in the caravan road, with care being taken to keep people from moving onto the active road system.

## **4) TRAFFIC MANAGEMENT**

### **Road management**

Signs will be placed at the western entrance to Dirleton off A198 and at Station Road advising that the event is not to be accessed via these routes. A sign will be placed at the eastern junction with the A198 into the B1345 advising that this is the entry point for the event.

Two road marshalls will control the intersection of the A198 and the B 1345 (Dirleton Main Road), ensuring traffic does not tailback at the main road (A198) in the arrival stages of the event. A third TMO will take station at the intersection of Ware Road and Main Road). As the event ends, they will keep the traffic moving at the junction between Ware Road and Main Road, and should distribute the car movement evenly between the various exit routes to facilitate a good traffic flow.

The fourth marshall will control access to the event car park initially, and will switch to controlling egress onto Ware Road later in the day. He will be aware of the need to allow free flow from the main car park.

### **Road closures**

This will not be required during the event.

**\*See Appendix 4**

## **5) GENERAL**

### **Permits/Licensing**

Public Entertainment and Market Traders' Licences will be applied for in advance of the event.

There will be no alcohol consumption within the event. Rogue Trading (sales of bottled mead) will apply personally for an occasional licence prior to the event.

### **Event Car Parking**

It is noted that there are double yellow lines along the north section of Ware Road approaching the event (approximately from the entrance road to Lysander House to the car park).

Event car parking will be in the designated car park to the east of the site. This will provide parking for in excess of 500 cars, and will free up the pressure on the main car park should it be a sunny day. Parking spaces here will be pre-booked as part of the event ticket price, and only those attending the event will be able to park there.

Two signs will be placed in advance of the event car park; indicating firstly that the pre-paid parking is imminent and then indicating the entrance itself.

3-4 stewards will be provided here with one detailed to check vehicles prior to entering the event car park: cars which have not pre-paid will be directed to the main public car park. We will ask drivers to display their parking ticket on the windscreen to facilitate entry speed.

Vehicle entry and exit will be via the "Lysander House" junction access to the south, and there will be a "roundabout" section immediately within the car park to enable a smooth flow as vehicles come and go, supervised by stewards. Traffic within the parking area will be guided by cones or roping as appropriate.

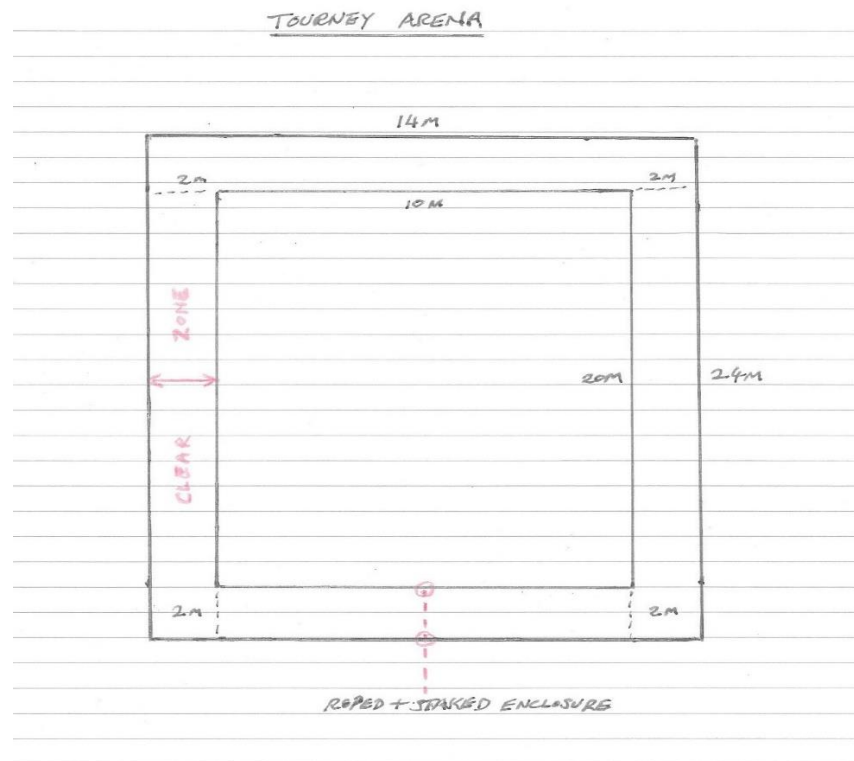
Re-enactors will use the north end of the park after they have set up their tents and gear on Friday.

Car occupants will exit and enter the car park via the north access point, designated for pedestrians only. They will be guided by signage to follow the public path through the trees for a short distance, before exiting to join the made-up pavement leading to the main car park (on the east side of Ware Road).

**\*See Appendix 5**

### Tourney Arena

There is no stipulated size for re-enactment fighting, but BUHURT arena size will apply. This form of medieval combat is unrestricted with full armour, and is not directly comparable to pre-rehearsed re-enactment fighting. Care is taken to ensure the public do not get too close to the action within the arena, and to this end a gap of 2 metres is applied between the interior area and the spectators.



### Archery

Archery will be conducted outside and away from the main arena, with targets distant from any populated area and isolated by roping. The targets will be backed by full size safety sheeting, and there is no likelihood of public accessing this area. There will be supervised by experienced re-enactors, and regulations and distances as set by GB Archery will be followed.

**\*See Appendix 6a and 6b**

## **Communications**

Radios with 3 channels will be utilised. The TMO's will have contact with the organiser/lead steward and with their colleagues. The medical team will have a dedicated channel to ensure clear communication in a medical emergency. Other stewards will be equipped as necessary.

The radios will need to be tested before the event to make sure there is sufficient coverage and that batteries are fully functional. Spare batteries will be kept in the administration tent.

Back-up auxiliary communication will be via mobile telephone: the signal appears strong enough in the area for these to function satisfactorily. Stewards will be issued with contact numbers for the main controllers, and they will contact the latter to establish their own numbers with them.

Public announcements: a speaker system will be available for important announcements.

Pre-warning will be given to the essential local services prior to the event: police, fire brigade and hospital services, with contact details and site plan for their information.

## **Food and Alcohol Provision**

It is expected mead sales in bottles will be for sale. The seller will have his own temporary licence and is familiar with selling on occasional locations. He will emphasize that there is to be no consumption on the event site.

Other than this, there will be no alcohol on site. Any member of the public who exhibits anti-social behaviour through drink will be asked to leave by the stewards.

Cold Food and coffee will be available in the public car park (Amalfi) and hot food will be based in the event car park (Van Dough Brothers and Wee Green). Both food providers have their own licences.

## **Encampment**

All groups to have a full safety assessment prepared for their emplacement.

Areas around the tents will be roped off to safeguard from tripping over guy ropes and tent pegs, although there will be interface with the public within specified spaces to the front of encampments.

Weaponry will be under observation and control at all times.

Measures will be in place to ensure safety of children when in the vicinity, and arms will not be handed over to young people under the age of 12 years.

Cooking under supervision constantly.

Continual presence in the encampments.

### **Site ground conditions**

The main entrance way here is gravelled and solid. The general area is sandy soil and well-drained. There is no record of flooding or standing water, so it should stand up well to the expected public footfall.

Should there be any re-enactment vehicles in difficulty whilst they are unloading/loading, the local farmer will provide assistance.

### **Insurance**

Mythos Historic Events to provide overall event insurance and £5 million coverage

All participating groups to have their own group and 3<sup>rd</sup> Party insurance coverage

### **Police and Security**

Stewards will control the area during the event.

Mythos Historic Events will employ a security guard for overnight patrols around the car parks and the encampment areas.

Police assessed that no special provision is required, although precautions were advised for belongings left unattended.

The organiser and chief steward will have contact details for the police service.

### **Fire safety**

Two 6 kg Powder Fire Extinguishers and 6 water buckets will be situated to the rear of the main pavilion tent.

Each group will provide their own fire extinguishers stored in the vicinity of open fire areas in addition, depending on the number of tents (minimum 1 extinguisher /3 tents). This will enable them to respond immediately to any fire incident.

Checks will be carried out prior to ignition to ensure fires are above ground, and well away from tents and long grass areas. The area below the fires will be protected by non-combustible material and no accelerants will be permitted for ignition. Firewood will be provided, which will be untreated.

Attention will be taken to safeguard from excessive smoke in public areas and to ensure that enclosed spaces are not affected by smoke. Fires will not be left unattended and will be supervised by adults at all times. All fires will be completely extinguished by 11.30pm at the end of the evening.

Consideration will be given to the spacing of tents to ensure that the danger of spread of fire is minimised, should there be an outbreak.

Candles and lanterns should be used away from tents and coverings, be safely enclosed and care taken to ensure they do not fall over. Recommendation will be given to participants that they utilise battery based candles only within the tents themselves.

Rubbish bins will be emptied at the conclusion of the day's events to minimise the risk of ignition.

The organiser and chief steward will have contact details for the fire service.

**\*See Appendix 7**

## **Emergency Evacuation Procedures**

### Main site:

Emergency access and egress

This will be via the caravan road entrance or Ware Road entrance, dependent on vehicle height and the location of the incident.

The track around the arena will be accessible to enable emergency vehicles to get completely around the site without obstruction.

Stewards will be designated to ensure that the site is fully cleared of people after an emergency has been called.

Should an emergency occur which endangers those on the site, announcements will be broadcast and then stewards will direct the public and re-enactors to leave via either the front or the rear entrance as appropriate. They will be directed to muster on the caravan access road.

Should the alarm be a false one, the event will continue with re-enactors re-entering first and then the public, with control at the front gate once more.

### Car Parks:

As above, but the stewards will direct the public away from the car parks to the caravan access road. Should this prove difficult, because of smoke or flames, then they will direct to the beach area.

## **Public Transport**

Ticket purchasers will be encouraged to utilise rail or bus transport where available. It might be possible to arrange transport at the rail station and the bus stop at Dirleton by arrangement with a private minibus company, whereby they offer regular pick up throughout the day at chargeable rates.

## **Community Engagement**

Dirleton, Gullane, and North Berwick Community Councils will be contacted and informed well in advance of the event. They will be asked to include information about it on their websites and newsletters.

It might be possible to encourage visitors to take in other sites within the area with perhaps relevant signage to highlight the mediaeval connections (Archerfield was the encampment for the archers of Edward's army; Fidra Island was reputed to have had Tarbet Castle and was inhabited by monks from Dryburgh; Eldbotle Castle was said to have had Royal visits; also mediaeval village remains have been excavated close by)

Mr Spratt, custodian of Dirleton Castle has been approached and should be able to incorporate the history being portrayed in the event into castle presentations.

Local Primary and Secondary schools will be invited to involve themselves in internal projects and research which will tie in with the history of the era.

ELC archaeological department will be able to incorporate the event into their Archaeology Fortnight.

A letter drop for the residents of Dirleton.



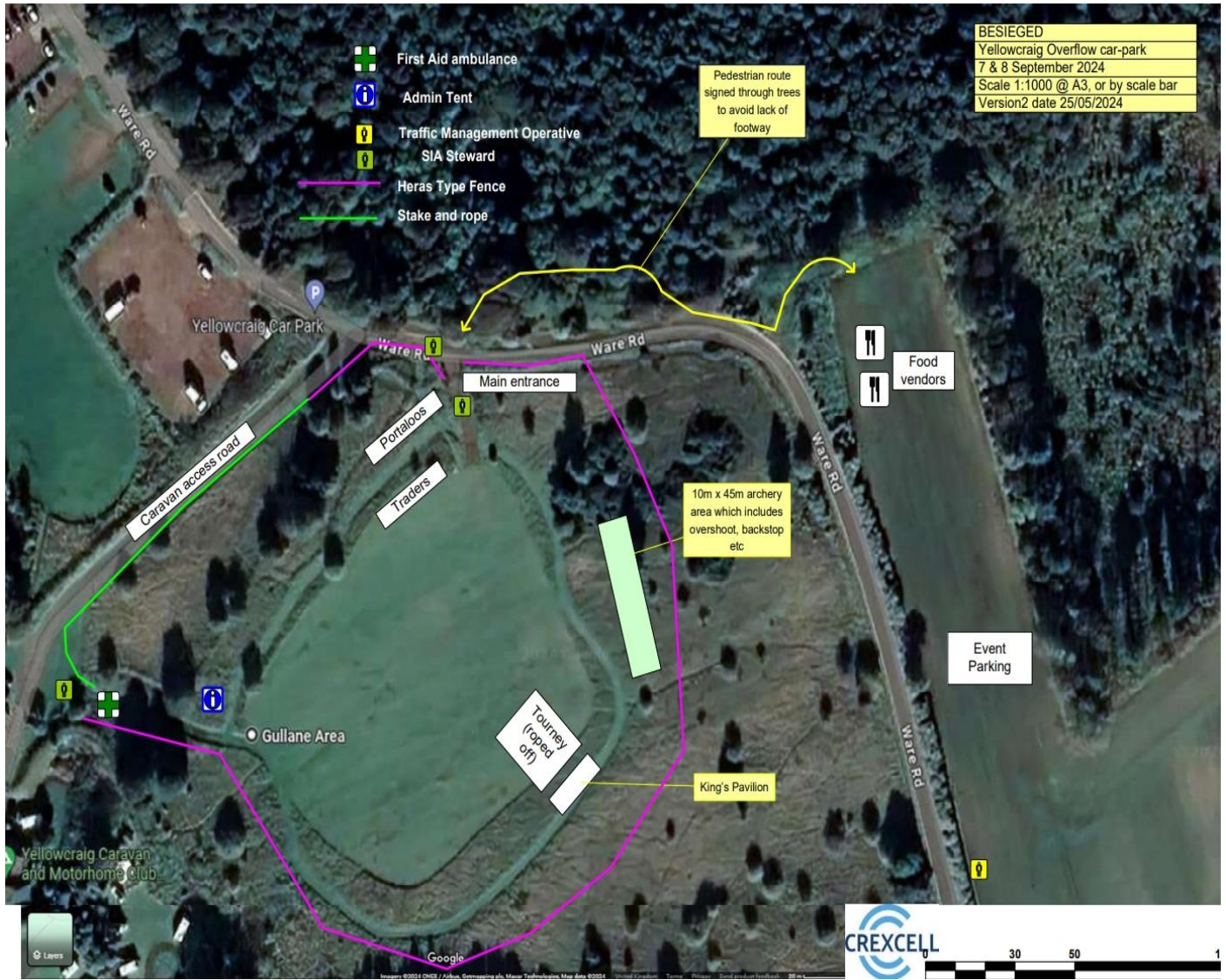
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Appendix 1a



### Appendix 1b



## Appendix 2

### Briefing Notes for Stewards and Marshalls (TMO's)

#### **General**

Please ensure you arrive early enough for briefing and preparation prior to start time of 10am.

Walkie-talkies will be issued and should be switched on at all times. Should communications fail for whatever reason, you should contact the lead steward by mobile. Those using radios should be required to follow some basic rules:

- Regularly check that the volume on the radio is turned up and that it is on the correct channel;
- Check that no-one else is using the channel before sending a message;
- Identify yourself and the person being called;
- Wait for a response before sending messages;
- Get confirmation that the message has been received and understood.

If you require a break, ensure that you have cover during this period: do not leave your position without personnel.

Lost children/confused adults: Keep an eye open for lost children or adults in distress/unwell. Contact the lead steward in this instance, who will arrange to collect the individual and take him/her to the administration tent.

In the event of a fire: alert those in the vicinity immediately, deploy extinguishers/water buckets (groups should be able to supply or use the central equipment kept at the admin tent), and ensure you or a colleague contact the admin team. If the fire becomes serious, evacuate the area completely.

If there is any other problem, contact the lead steward/organiser immediately

#### **Road Marshalls (TMO)**

You will be briefed by Crexcell in advance of your taking position prior to 10am on performance days.

You will then take up your designated position at either the A198 turn-off, Ware Road/Dirleton intersection or the entrance to the event car park.

Long-sleeved hi-vis jackets must be worn at all times whilst on duty.

#### **Gate, Car Park and General Stewards**

You will be briefed by Crexcell and Mythos Historic Events in advance of taking your position.

You must wear your allocated hi-vis jacket at all times.

Communication is the same as for the TMO's.

**Gate stewards:** You will be required to inspect tickets at the front entrance. If numbers allow, you may use the Air Card reader to provide a ticket on the spot to those who do not already have one. You will be instructed on this.

Keep an eye out for anyone either under the influence of alcohol or drugs, or attempting to bring these on-site. They should be refused entry.

Monitor and report bad behavior to the lead steward. Badly behaved or aggressive individuals should not be permitted entry.

If there is a problem, contact the lead steward.

**Rear Entrance Steward:** The steward at the rear entrance should not permit entry to the public at all. They should be directed to the front entrance, even if they have tickets.

Those wishing to use the public pathway should be directed to that section of the gateway. If possible, they should be accompanied whilst they pass by the area of the ambulance.

Ensure that members of the public do not attempt to access the event site via the caravan road from the main car park. There will be ropes there to clearly designate the site perimeter.

Only caravan club related vehicles may use the side road. Caravans and mobile homes will possibly arrive between 1pm and 3pm. Check that these people do not access the site through the rear gate.

In the event of an emergency, ensure the emergency vehicle has clear access both to the caravan access road and to the event site itself, should they wish to gain entry.

### **Car Park Stewards**

Greeting steward: one steward will greet the vehicles as they drive into the site. Take position so that 3-4 cars may have space off the road whilst you are checking tickets. This will be near the turn-around point.

Should the vehicle not have a ticket, direct them to the turn-around point so they can exit. You will need to direct this maneuver to avoid incoming cars: the TMO should be able to assist with this, and it is worth discussing this potential situation with him in advance, so both know what the procedure will be. Briefing should cover this, in any case.

If the tickets are correct, direct the vehicle to the next steward along the line.

Auxiliary stewards: your job is to direct the cars into neat lines, starting at the north end of the site. Ensure there is sufficient space between cars and for cars to extract themselves later on.

Departures: as the day goes on, arrivals will diminish and vehicles will begin to leave. All car park stewards should facilitate this process, ensuring a smooth exit from the car park onto Ware Road. Liaising with the TMO will be vital at this time, and it is likely that a second TMO will relocate to assist when the exit begins in earnest.

## Appendix 3

### Missing Person's Procedures

If you become aware that a person is missing:

#### Child

If you are advised a child is missing, please report this to the chief steward/organiser at the administration tent, where two medics will be in attendance to assist with looking after the child.

The traffic management & stewarding staff are vetted to BS7858 standard through Disclosure Scotland.

#### Once you have established the responsible person to coordinate the search operation

- Establish the identity of the child, this can include: what they were wearing when last seen, where they were last seen, and by whom
- Alert other marshals/stewards and start a search party of the immediate area and make sure all people searching report back regularly.
- If this happens on the day of an event and there is a communication system in place, make an announcement over the PA system.
- Try and establish if the child's parents are at the event by gathering a telephone number and contacting them.
- If the child is not found within 10 minutes, and the parents have not been located, ALERT THE POLICE.

#### If a child identifies themselves as lost

- Make sure there are always at least 2 adults with the child
- Contact the child protection officer if they are on site
- Establish as much information from the child as possible. Also establish if s/he was with their parents at the time
- Establish if they know their parents / guardians telephone number
- Make a public announcement
- If unable to trace the parents or guardian after 10 minutes, ALERT THE POLICE
- Ensure at all times that the child is kept safe and comforted.

### Person with learning difficulties or disorientated

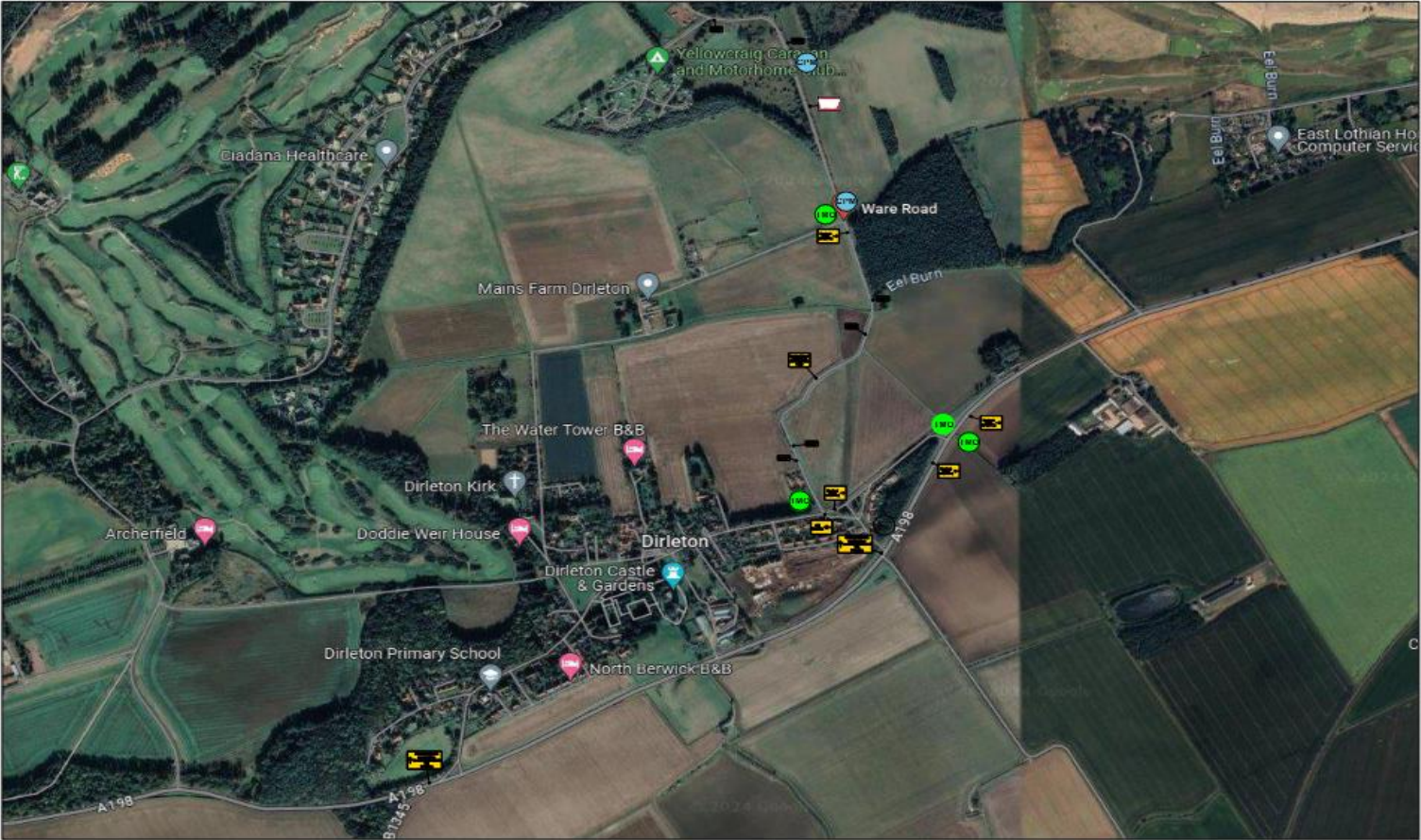
In the event that a person is lost and / or disorientated and they identify themselves to you:

- Ensure that you enrol the help of at least one other person. The person to be accompanied at all times
- Gain as much detail about the person including: where they live, who they were with, and if they have a mobile phone.
- If the day has an event running and there is the ability to make a public broadcast do so.
- If unable to trace a parent or guardian after 10 minutes, ALERT THE POLICE
- In the meantime keep the person in safe, quiet environment until help arrives

### Useful Telephone numbers

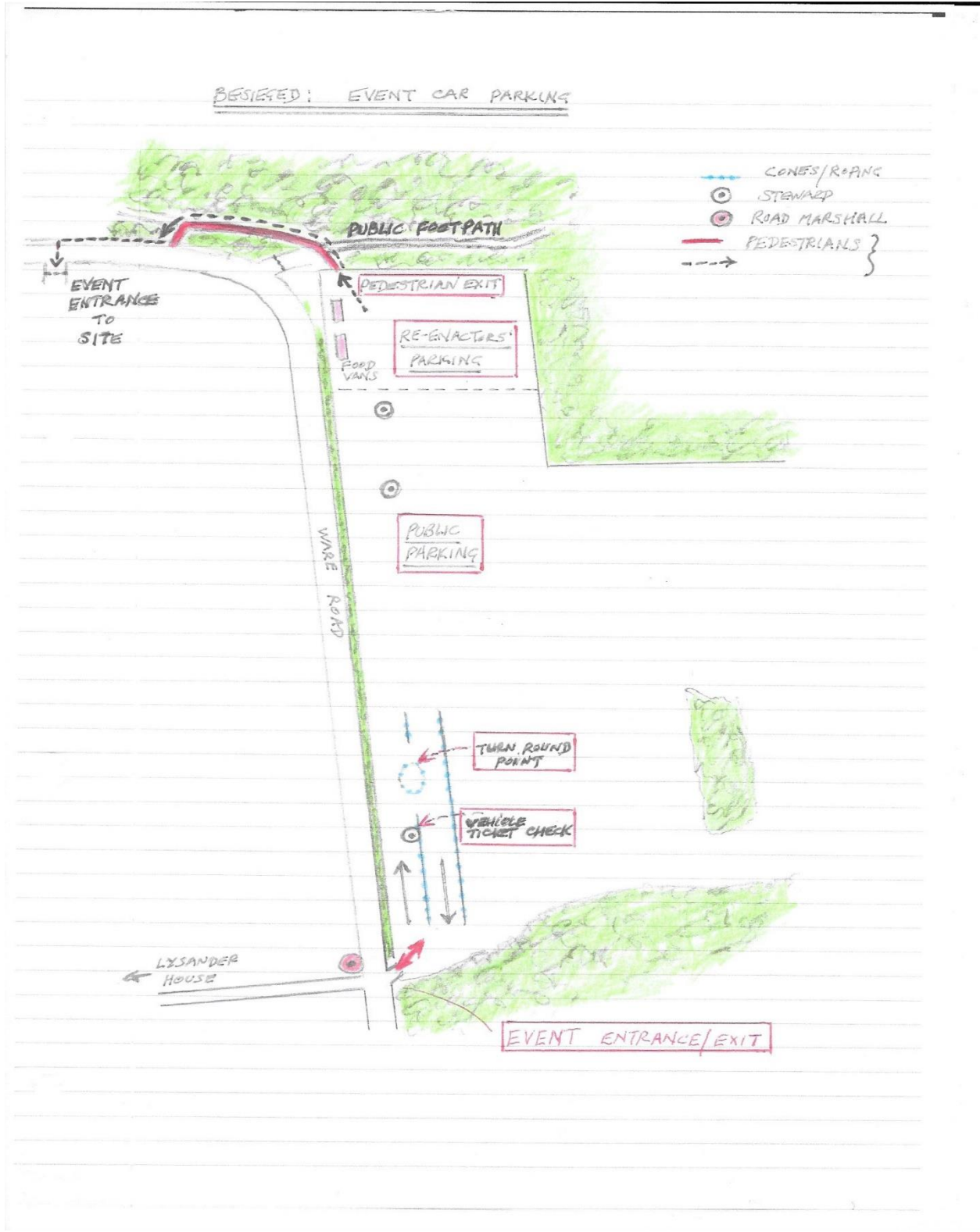
Allan Muir [REDACTED]

Appendix 4





### Appendix 5



## Appendix 6a

### Archery and Crossbow

#### (Instructions as per GB Archery)

#### Location of Range

The archery shooting range will be located flanking the periphery track, which is about 3m wide. The other side of the track will have tents and these will be roped off. Hence, the access to the range will be clearly defined and limited to those wishing to participate in the “Have a Go” activity.

[See Appendix 1a and 6b](#)

#### Have a Go Archery

- a. Targets should be as close as needed for participants to hit the target every time, and a recommended maximum of **15 metres** from the shooting line. This may depend on the targets used, with suitable care taken to avoid bounce backs.
- b. Targets should rest on the ground at an angle as recommended in the Rules of Shooting.
- c. A minimum of 50 metres overshoot is required. However, **if backstop netting (2.5-3m high) is used, the overshoot can be reduced to 20 metres.**
- d. Shooting must be supervised on a one-to-one basis by coaches.
- e. Bows will have a lower poundage than normal
- f. A backcloth will be placed 4m behind the targets: this will be loose-hanging heavy nylon mesh and when an arrow impacts, the netting 'gives' and absorbs the energy of the arrow, slowing it down and stopping it. For the lighter poundage bows the netting will consistently stop the arrow.

#### Personnel

5 instructors/assistants required:

2 at the “Shooting Line” and “Shooter’s Line”,

1 at the “Waiting Line”

1 at the “Equipping Line”

1 controlling the general queue

### **The Range**

Public will arrive and register interest. If the queue is too long they may be required to return later, so that there are not too many people waiting

First, participants will move to the equipping line, where they will be given bows or crossbows with instruction. Arrows and bolts will not be handed over at this stage.

They will then be called up to the “Waiting Line”.

When appropriate, they will be called to the “Shooters Line”, until called forward by the instructors.

At the “Shooting Line”, they will be given final direction and allowed to have arrows and (once crossbows are armed and aligned) bolts.

Range distance: “Shooting Line” to target 15-18m

Backstop net to the rear of targets, which also needs a space of 4m.

Overshoot area behind backstop approximately 40, and roped off.

### **Instructions and Safety**

**“Stop Shooting” – Warning:** If you hear anyone call this command, put your bow down. If you are mid-shot hold onto the string and come down. Remove the arrow from the string and place it back into your quiver. If you become aware of anything that compromises safety on the range call this command.

#### **Bows/Crossbows:**

- Loaded bows, either drawn or not drawn, must not be pointed at anyone or anything other than the target.
- Bows/Crossbows must NOT be drawn up nor armed behind the shooting line.

#### **Arrows/Bolts**

- Arrows/Bolts shall be shot ONLY at the target.
- NEVER shoot an arrow/bolt vertically into the air.

#### **Shooting Line**

- ALWAYS shoot from the shooting line.
- NEVER shoot from in front of or behind the shooting line.
- NEVER step forward of the shooting line for any reason until given clearance to do so.

### **Waiting Line**

- ALWAYS return to the waiting line once you have shot your arrows/bolts.

### **Collecting and Withdrawing Arrows**

- ALWAYS wait for the signal to proceed forward to collect arrows.
- NEVER run and keep looking for arrows which may have fallen short of the target.
- ALWAYS make certain that no one is behind you when withdrawing the arrows from the target.

Cease Shooting If there is the slightest likelihood of anyone crossing in front of or behind the shooting line.

Appendix 6b

# Risk Assessment for Have A Go Archery

**Company name: Mythos Historic Events**

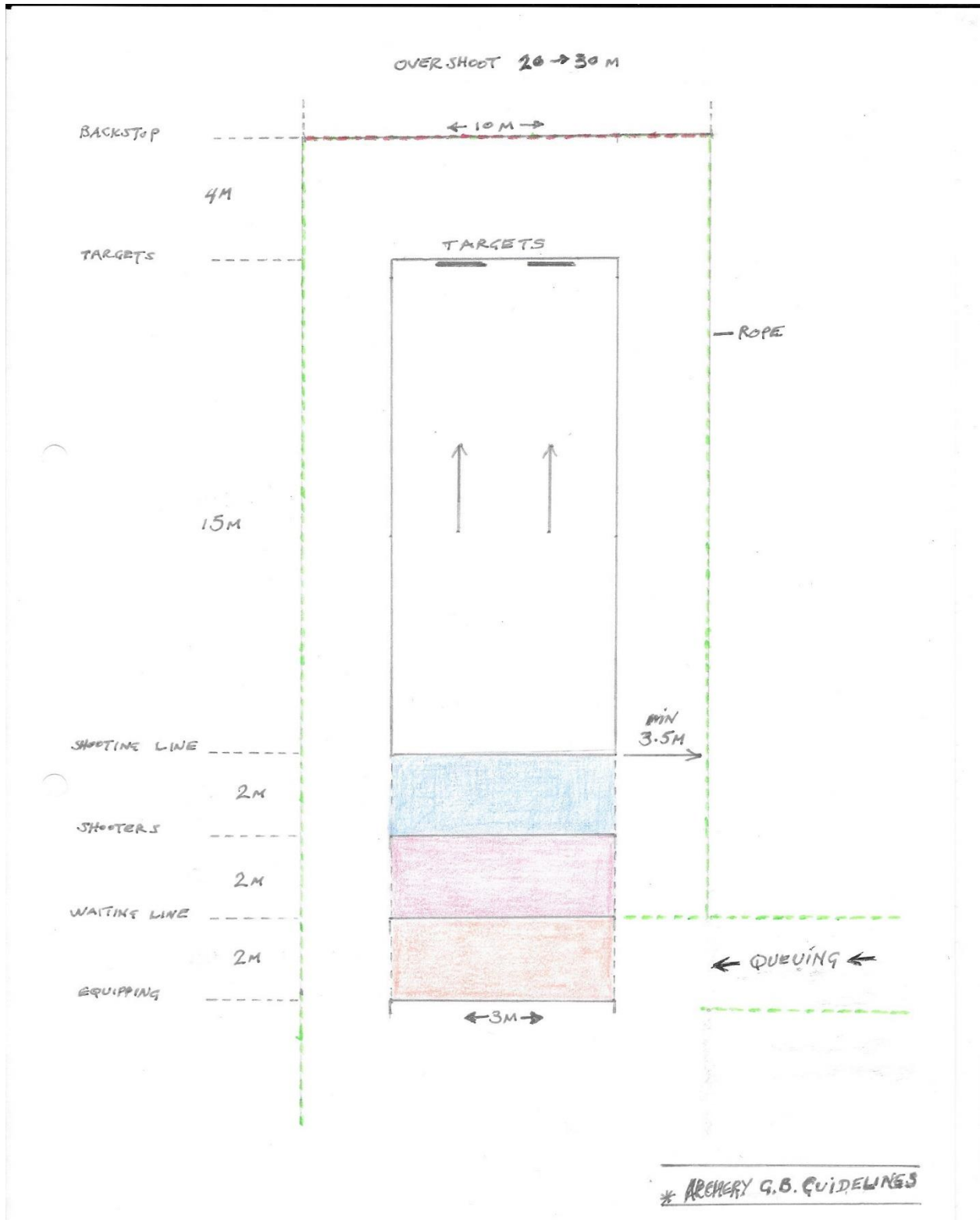
**Assessment carried out by: A.H.Muir**

**Date assessment was carried out: 26/05/24**

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
People crowding around whilst waiting and entering wrongly to range	All participants, especially children and vulnerable adults	A roped queuing area with sufficient space for those waiting		Set up team	Set up on Thursday before event	
Risk of slipping on rough ground on entry	All participants, public and range team	Queuing and entry ground to be well mown		Set up team and ELC	Prior to Wednesday before event	
People inadvertently wandering into the shooting area	General public	Tented area in front of range will have ropes around. The west side of		Set up team	Set up on Thursday	

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		range will be roped off also (see plan)				
People accessing the range from the east side	General public	HERAS fencing will stop entry from this direction		Set up team	Set up on Wednesday	
Arrows or bolts overshoot	General public	A backstop at 4m behind the targets and a defined overshoot area of 20m minimum		Set up team	Set up on Thursday	
Dogs accessing range area	Animals	Dogs will not be permitted in the performance area HERAS fencing in place		Stewards	During the event	

Appendix 6c



Appendix 7**BESIEGED****EVENT FIRE RISK ASSESSMENT**

Premises use and address	Overflow car park, Yellowcraig, EH39 5DS
Person with fire safety duties	Lead steward
Name of Assessor	A.Muir
Date of Assessment	17/05/24

**Step1: Identify People at Risk**

Staff, re-enactors, audience.

**Step 2: Identify Fire Hazards**

	Sources of ignition	Y/N/NA
1	Electrical fittings	
	No electrics on site	NA
2	Smoking	
	No further action, open, external area	N
3	Heating	
	No heating for event, external	NA
4	Naked Flames	
	Camp fires raised off ground, contained and under constant supervision; also. away from tents. Candles contained	Y
5	Cooking	
	Re-enactors will be briefed to ensure safety in cooking procedures, which will be well away from tents and roped off from the public	Y
6	Furniture, fabric and textiles	
	Tents to be well separated. Hangings kept away from fire sources	Y
7	Plastics, easy ignition materials with toxic fumes	
	None likely	NA
8	Refuse disposal arrangements	
	Refuse bins emptied at end of each day and removed from site	Y
9	Sources of ventilation (oxygen)	
	An outside event	N



10	Gas cylinders	N
	None on site	
11	Likelihood of a fire starting	Y
	Low risk, but possible	
	<b>Managing Fire safety</b>	
12	Fire evacuation plan	Y
	Stewards will expedite removal of public from grounds and will muster them on the caravan park access road	
13	Fire safety information and briefing	Y
	Re-enactors will be briefed, as will the stewards (written information)	
14	Maintenance and checks of fire safety measures	Y
	Lead steward to ensure equipment is in place at set-up	
15	Housekeeping and storage	Y
	Equipment to be stored neatly and away from fires/candles	
	<b>Restricting the spread of fire and smoke</b>	
16	Fire separation	Y
	Campfires well away from tents; tents distanced adequately	
17	Danger to surroundings or other premises	Y
	Located on well-cut grass area, limits possible spread; no nearby buildings	
	<b>Means of escape</b>	
18	Escape routes	Y
	Outside location; main exits close by	
19	Detection and warning system	Y
	Stewards/re-enactors will raise alarm. Loudspeakers to warn of problem and urge site clearance	
20	Evacuation	Y
	Stewards will organise evacuation from site via front and rear entrances; public to muster at caravan access road	
	<b>Fire fighting equipment</b>	
21	Lead steward to check extinguishers and fire buckets are in place after set-up (main tent and re-enactors)	Y
22	In the event of fire	Y
	Stewards and responsible re-enactors will deploy firefighting equipment	
	<b>All clear</b>	
23	Successful fire fighting	Y
	Once fire is subdued, lead steward will assess if it is safe to return to site	

# Event Days Risk Assessment

Besieged  
Historic Re-enactment,  
Yellowcraig

Date: 7&8 Sept 2024

Severity	Likelihood			
	Likely: It could reasonably be expected to happen in the foreseeable future	Possible: There are reasons to suggest that it could happen	Unlikely: Could occur under exceptional circumstances	Very unlikely: There are no reasons to suggest that it will happen
Catastrophic: Multiple deaths/life threatening injuries	A	A	B	E
Major: A single death/life threatening injury or injuries to a number of people who require hospitalisation	A	B	C	E
Significant: A single injury which requires hospitalisation or injuries to a number of people who require first aid treatment	B	C	D	E
Minor: A single injury which may require some first aid treatment, visitors feel anxious and are concerned about their safety	C	D	E	E
Negligible: No real harm, no more than inconvenience, discomfort, frustration etc.	E	E	E	E

Interpretation of Risk Levels	
A	Intolerable risk. Immediate action(s) must be taken to eliminate the hazard or to eliminate its source, regardless of cost
B	Should not be tolerated unless risk reduction is impracticable or if its cost is grossly disproportionate to the improvement gained
C	Should not be tolerated unless the cost of risk reduction exceeds the improvement gained
D	Broadly acceptable risk. But risk reduction should still be made if an inexpensive measure can be found
E	Trial risk. No further action required

Hazards	Causes	Consequences and who may be harmed	Existing controls	Risk evaluation				Further controls and residual risk reduction
				Likelihood	Severity	Risk rating	Risk acceptable	
Viral Infection, inc. COVID, flu etc	Coming in to contact with infected persons or materials.	All, contracting viral infection	Hand wash facilities and / or sanitiser in portable toilets. The event is in the open air, risk of transmission is reduced compared to closed environments.	Poss	Significant	C	No	Groups will be requested in advance to ensure that where possible attention is paid to distancing and minimising contact. It will be advised that any individual showing signs of covid should not attend. This will reduce Likelihood to Unlikely giving a residual risk rating of D, which would be <b>acceptable</b> .
.Slips, trips etc	Uneven or slippery ground,	All, cuts and grazes,	Grass cut regularly by ELC including grassed walkways. Gaps between tents closed off, provide matting in wet areas. Tent pegs and guys will be roped off keeping the public on cut walkways.	Poss	Minor	D	Yes	Cancellation if very wet weather.
Death or injury from lightning strike, haphazard slips etc.	High winds, heavy rain, lightning	All can be affected by extreme weather. Re-enactors at risk from electrocution, slips etc.	Tent "owners" ensure build quality of tents. Tents are always attended. Gaps between tents closed off, provide matting in wet areas. Tent pegs and guys will be roped off keeping the public on cut walkways. Existing ground is sandy and well drained	Poss	Major	B	No	Weather monitored on lead up to event and during event. Re-enactors briefed on likelihood of lightning strike. Cancellation of some elements of event and whole event if extreme conditions. Residual risk reduced to unlikely as the event would be reduced or cancelled and the severity lowered to significant as injury could occur during clearing the site.
Accidental impact between pedestrian and vehicle or vehicle and vehicle.	Pedestrian / vehicle / vehicle conflict not managed by trained personnel.	Pedestrians and vehicles on Ware Road and vehicles accessing or egressing car parks.	Nil	Poss	Major	B	No	Event car park and road junctions will be managed by trained staff wearing suitable PPE (Class 3 hi viz), SLOW signage on approach roads. Pedestrian route from event car park to arena is signed through "off road" route until final road crossing. Likelihood reduced to unlikely and severity to <b>Significant</b> , with residual risk reduced to D, <b>Acceptable</b> . N.B. traffic management does NOT extend to

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# Event Days Risk Assessment

Besieged  
Historic Re-enactment,  
Yellowcraig

Date: 7&8 Sept 2024

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<b>Catastrophic:</b> Multiple deaths/life threatening injuries	A	A	B	E
<b>Major:</b> A single death/life threatening injury or injuries to a number of people who require hospitalisation	A	B	C	E
<b>Significant:</b> A single injury which requires hospitalisation or injuries to a number of people who require first aid treatment	B	C	D	E
<b>Minor:</b> A single injury which may require some first aid treatment. Visitors feel anxious and are concerned about their safety	C	D	E	E
<b>Negligible:</b> No real harm, no more than inconvenience, discomfort, frustration etc.	E	E	E	E

Interpretation of Risk Levels	
A	Intolerable risk. Immediate action(s) must be taken to eliminate the hazard or to eliminate its source, regardless of cost
B	Should not be tolerated unless risk reduction is impracticable or if its cost is grossly disproportionate to the improvement gained
C	Should not be tolerated unless the cost of risk reduction exceeds the improvement gained
D	Broadly acceptable risk. But risk reduction should still be made if an inexpensive measure can be found
E	Trivial risk. No further action required

Hazards	Causes	Consequences and who may be harmed	Existing controls	Risk evaluation				Further controls and residual risk reduction
				Likelihood	Severity	Risk rating	Risk acceptable	
Annoyance, disgruntlement, aggressive behaviour resulting in assault.	Traffic congestion in Dirleton	Public attending in vehicles, residents of Dirleton, traffic management operatives.	Normal traffic conditions which may be unable to cope with added influx.	Likely	Minor	C	No; no person should suffer assault.	public car park. Traffic management plan in place to deploy directional signage around Dirleton with trained traffic management operatives at key locations. Likelihood reduced to <b>Possible</b> and severity remains at <b>Minor</b> , with residual risk reduced to <b>D, Acceptable</b> .
	Delay in accessing event car park with traffic build up on Ware Road	Public attending in vehicles, public accessing car park for beach.	NIL	Likely	Minor	C	No; no person should suffer assault.	Traffic management operatives in place to direct vehicles into event car park. Attendees advised to pre-book parking. Pre-paid vehicles given windscreen display. Ticket check, on the day payment and turning circle inside car park to reduce waiting time. Parking up directed by marshals. Pedestrian route out of car park separate from vehicle in route. Likelihood reduced to <b>Possible</b> and severity remains at <b>Minor</b> , with residual risk reduced to <b>D</b>
	Cars stuck in car park after event due to wet weather.	Car park attendants and traffic management staff.	Nil, field not normally used for parking.	Poss	Minor	D	No; no person should suffer assault. Field has to be returned to farmer.	The ground conditions are good with well drained, sandy soil. The farmer (car park field owner) will have a vehicle on stand-by to tow vehicles out if in difficulty.
Death or injury from misuse or mishandling of weapons,	Unsupervised members of the public accessing weapons, proximity to activities,	Members of the public.	Nil, activities not normally taking place	Likely	Signif	B	No	Weapons on display are blunted, blade and point. Static displays are always supervised. Weapons are stored securely in rear of tents when not in use and are in roped off areas. Have-a-go activities are conducted away from main arena with targets aimed away and distant from

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Hazards	Causes	Consequences and who may be harmed	Existing controls	Risk evaluation				Further controls and residual risk reduction
				Likelihood	Severity	Risk rating	Risk acceptable	
	Re-enactors injured during activities	Re-enactors	Fighters rehearse routines. Fighting supervised by experienced re-enactors. Fighters aware of risks.	Unlikely	Signif	D	Yes	populated areas. Activity areas are roped off and are backed by safety sheeting. All activities are supervised by experienced re-enactors. The regulations set by GB Archery are followed. Tournament fighting has double row of rope with 2m gap to keep public remote. Residual risk reduced to Unlikely and Significant with result D, <b>Acceptable.</b> <b>No further controls</b>

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