

Health & Safety Manual

Part 2 – Rules & Regulations

Warning

Contravention of rules specified in this document will be treated as a serious disciplinary offence and will result in action against the offenders, regardless of their position within the society.

Author: Dave Hall

Date: Tuesday, 09 May 2006

Revision: 1.0

Date Last Reviewed: 06 May 2006

Reviewed By: Dave hall

Next Review Due: 06 May 2007



Contents

1	Introduction	1-1
1.1	Purpose of Document	1-1
2	Site Organisation	2-1
2.1	General	2-1
2.1.1	Particular Hazards	2-2
2.2	Battlefield Construction	2-2
2.2.1.1	Barriers.....	2-2
2.2.1.2	Warning Signs.....	2-3
2.2.1.3	Access Points.....	2-3
2.2.1.4	Public Address System	2-3
2.2.1.5	First Aid Post.....	2-3
2.3	Campsites	2-4
2.3.1	Living History Encampment (LHE)	2-4
2.4	Vehicles	2-5
2.4.1	General	2-5
2.4.2	Site Access & Egress.....	2-5
2.4.3	Roads and Tracks.....	2-5
2.5	Open Fires	2-6
2.6	Noise.....	2-6
2.7	Potable Water	2-7
2.8	Toilets & Sanitary Arrangements	2-8
2.8.1	Toilets	2-8
2.8.2	Washing Facilities	2-8
2.8.3	Long Duration Events	2-9
2.8.4	Disposal of Sanitary Towels and Nappies.....	2-9
2.9	Waste Disposal	2-9
2.10	Animals	2-9
2.10.1	Temporary Paddocks.....	2-9
2.11	Caterers and Licensed Vendors.....	2-9
2.12	Insurance	2-10
3	Miscellaneous	3-1
3.1	Temporary Structures	3-1
3.2	Sharp Implements and Display Weapons	3-1
3.3	Wood Cutting	3-1



<u>Revision History</u>			
<u>Date</u>	<u>Summary Detail</u>	Sections Affected	<u>Version</u>
13-May-2005	<i>Initial Version</i>	<i>All</i>	<i>1.0</i>
08-May-2006	Split Document into Parts 1 & 2	All	1.0

<u>Modification History</u>	
<u>Section</u>	<u>Detail of Change</u>
<i>All</i>	<i>Initial Version, 1.0</i>



<u>Glossary of Terms and Abbreviations</u>	
<u>Term</u>	<u>Definition</u>
COSHH	Control of Substances Harmful to Health
EHO	Environmental Health Officer
HSE	Health & Safety Executive
HSAW	Health & Safety at Work etc Act 1974
LHE	Living History Encampment
PLI	Public Liability Insurance
PPE	Personal Protective Equipment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
RTT	Recognised Training Thegn



Health & Safety Manual

Part 2 – Rules & Regulations

1 Introduction

This document has been prepared to complement the “Health & Safety Manual Part 1 – Policy & Procedures” document.

1.1 Purpose of Document

This document expands on information given in Part 1, and lays out specific rules and regulations that are required to implement the policy.

2 Site Organisation

Most of the information presented in this section is abstracted from the HSE publication “The Event Safety Guide” (HSG195).

The information in this section also repeats information contained in other publications of “The Vikings”. In the event of contradictions with those publications, **this document takes precedence**. In the event that the client specifications contradict our own, the most rigorous must take precedent.

2.1 General

Ensure that the area’s to be used for the battlefield, LHE and campsites are suitable in terms of size, terrain and potential hazards.

For larger events, a site plan should be drawn up. This plan should identify the locations of the following elements;

- Entrances and Exits
 - Emergency
 - Performers
 - Public
- Roads and Tracks, Car Parking, Emergency Routes
- Pedestrian Routes
- First Aid Posts
- Fire Points
- Natural Hazards (Lakes, Rivers etc)
- Battlefield
 - Outline
 - Entrances, Approaches
 - Public Address Enclosure
 - First Aid Post
- Living History Encampment
 - Outline
 - Entrances & Exits
- Modern Campsite
 - Outline
 - Entrances & Exits
- Traders Row including Caterers and Licensed Vendors
- Paddocks
 - Outline
 - Entrances and Exits
 - Generators for Electric Fences
- Society/Organisers Marquees, Information Points
- Water Points
- Toilets, Washing Facilities
- Waste Disposal Points
- Log Piles

2.1.1 Particular Hazards

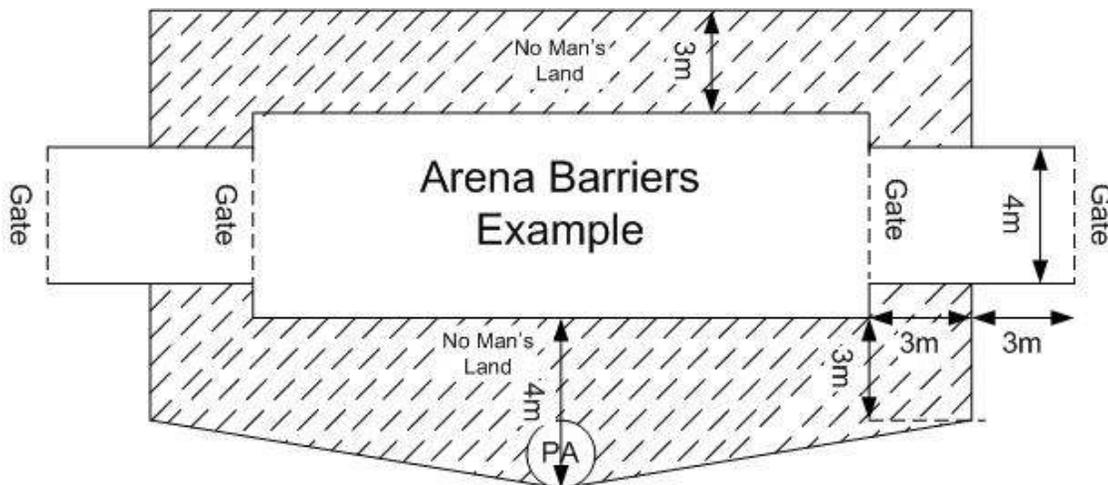
Sites which are normally used for grazing will be contaminated by animal droppings, and may expose people to health risks such as E.Coli O157 infection. Animals should therefore be excluded from the proposed site for as long as possible prior to the event. The bacterium can survive for up to 150 days in soil and 90 days in faeces.

In the event that the site (or part thereof) is potentially contaminated, (eg glass, beer cans, hypodermic needles etc) this should be cleared prior to the event. As a minimum, the site should be “walked” and cleared immediately prior to any activity.

2.2 Battlefield Construction

This section is based upon the information contained in the Hersir Handbook Edition III, and where different supersedes that publication.

Battlefields may be of many shapes and sizes, many of the factors governing the size and shape of a battlefield are out of our control but there are several basic requirements of all battlefields.



2.2.1.1 Barriers

The battlefield must be bounded on all sides by two concentric rope barriers forming a “No-Mans Land”. Generally, these barriers must be at least 3 metres apart or greater if deemed necessary by the particular risk assessment or the Health & Safety Officer.

The outer barrier will have two rails, one at high level, and a second at the mid to low level of the barrier.

In exceptional circumstances where there is a very small number of combatants, and the particular risk assessment allows, this gap may be reduced to 2m. In this case, missiles are forbidden, and the gap must be rigorously marshalled.

Where there are solid barriers (e.g. a closely meshed rigid fence), or, part of the arena is bounded by a solid obstruction (e.g. a wall), which reaches a height of at least 2.5m, the need for an inner barrier for that section may be waived.

Where the arena includes a PA point, the barrier along that side will be constructed such that the gap between the inner and outer barrier will taper from the centre point to the corners, the centre gap being of the order of 1m greater than the corners to aid visibility.

During arena events, this area will be patrolled by marshals who will be responsible for ensuring unauthorised persons do not cross the outer barrier.

Under no circumstances are participants, or any part of their weapons to cross the inner barrier toward the audience.

2.2.1.2 Warning Signs

Located in the space between the barriers, signs are to be erected which warn the public of the dangers of crossing the barriers.

2.2.1.3 Access Points

There must be at least one designated point of access (preferably two) to the battlefield through which the armies will enter and exit. The outer barrier will have a 3m lead in corridor, to the entrance to discourage members of the public blocking the gateway.

The points of access must be a minimum of 4m wide to accommodate emergency vehicles.

Immediately prior to, and during arena events, the access points are to be staffed by Marshals who will be responsible for ensuring that the access, and its approach routes, remains unobstructed.

2.2.1.4 Public Address System

A specific enclosure will be constructed at an easily identifiable position between the barriers from which the commentator can see all of the action. This would normally be at the centre of one side. (See above)

Immediately prior to the commencement of each arena event, the commentator must make a safety announcement warning members of the audience to remain behind the outer safety barrier.

2.2.1.5 First Aid Post

A clearly identifiable First Aid post must be established, equipped with a first aid kit and staffed by a qualified first aider for the duration of all arena events.

Normally this will be with the Public Address System.

2.3 Campsites

Campsites should be sited in an area which is reasonably well drained and level, with the grass cut short to minimise the risk of fire spread. Camping should not be allowed on stubble.

Ideally the site should be divided into a minimum of two areas, a general area, and a family area. At very large events, further divisions should be made and clearly marked out.

The site should have clearly marked access routes for both pedestrian and vehicular traffic. Vehicle routes must be at least 4m wide to allow access for emergency vehicles. Pedestrian routes should be 2.5m wide minimum. These routes must remain unobstructed at all times.

Camping units must not be sited closer than 2.5m apart (not including guide ropes). Caravans and Camper vans must not be sited closer than 6m apart. Units must have at least one side immediately adjacent to a vehicle or pedestrian route.

The maximum density of camping units will be no more than 400 units per hectare (10,000m²). This translates to 4 units in a 10m x 10m area (100m²).

Vehicles must be either parked immediately adjacent to the camping unit with a minimum gap of 2.5m between the vehicle and the tent, or, in a specifically designated car park. At no time must vehicles be parked in such a manner as to cause an obstruction.

Camper vans and Caravans may not be sited in areas designated as car parks.

The flying of kites, model aircraft, the use of missile weapons and hand weapons is not permitted within camping areas.

Training and practice sessions should be carried out on either the battlefield or a specifically designated separate area.

2.3.1 Living History Encampment (LHE)

Generally, the same rules as for the modern campsite apply to the LHE.

The specific rules relating to the LHE are laid out in “The Vikings” Village Guide.

2.4 Vehicles

2.4.1 General

Vehicles are limited to a maximum of walking speed (5 mph) on all areas of the site. In addition, hazard indicators illuminated whilst in motion, turns are to be indicated by hand-signals.

Vehicles may only be driven by persons holding a full driving licence appropriate for the class of vehicle; except for motorcycles under 125cc which may be driven by persons holding an appropriate provisional license.

When not in use, vehicles are to be parked in such a manner that they do not obstruct any roads or track-ways. Where possible, they are to be parked in designated parking areas.

All vehicles are to be removed to designated parking areas for a period starting 30 minutes prior to opening to the public until 30 minutes after the site is closed. This period may be varied at the discretion of the event organisers.

Vehicles (except emergency vehicles) are not permitted to be moved whilst the site is open to the public without specific authorisation. In this case, the vehicle is limited to walking pace, must hazard indicators on and is to be accompanied by a marshal wearing a high visibility vest.

In all cases, pedestrians will have the right of way.

2.4.2 Site Access & Egress

Clear unobstructed points of access and egress from the site are required. Allowance must be made for the types of vehicle that will be required to gain access to the site, in particular emergency vehicles.

During the event, these points are to be staffed by marshals to ensure that they remain unobstructed.

2.4.3 Roads and Tracks

If the condition of roads and tracks on the site are deeply rutted or located on soft/muddy ground, it is suggested that temporary track-ways are laid to prevent vehicles becoming bogged down.

If it is not possible to lay temporary track-ways, a suitable tow vehicle must be provided to prevent obstructions.

This is particularly important for routes which may have to be used for emergency vehicles.

At no time are vehicles permitted to park on these routes.

2.5 Open Fires

No fire may be set without the prior permission of the landowner. If required, the fire should be set in either a fire pit or a raised fire box. Fire pits should have the turfs carefully removed, and replaced when finished.

Only material specifically provided as fuel for fires is to be burnt. Under no circumstances is other wood to be cut without the landowner's prior permission.

Open fires may only be set and supervised by competent persons.

No fire may be set within 2m of a tent wall. Larger communal fires must be set no closer than 3m of a tent wall.

The size of the fire must be appropriate for prevailing conditions and location. If these conditions change, combustible material should be removed and extinguished.

Combustible material must not be stored within 1m of a fire, within the fire break between tents, or, within designated pedestrian or vehicular routes.

Containers of flammable materials and gas cylinders may not be located within 10m of an open fire. Under no circumstances may empty gas cylinders, aerosols etc be disposed of on a fire as these present an explosion risk.

Fires must not be left unattended at any time. If a fire is to be left, it must be thoroughly doused.

Dedicated Fire buckets must be located within 2m of a fire at all times. A minimum of 10 litres of water per fire is required. For larger fires, larger volumes of water are required. These fire buckets may not be used for any other purpose.

Communal fires may not be set in any area designated as a family area where small children may be present.

2.6 Noise

Noise should be kept to a minimum at all times so as not to cause a nuisance to neighbours on and off the site. In particular, this applies to noise from radios, televisions etc sources.

In family areas, after 21:00 hrs, please respect the fact that small children will be trying to sleep.

2.7 Potable Water

A supply of potable (drinking) water must be provided from either mains fed stand-pipes or where mains are not available, bowsers. The HSE advise a minimum of 1 water point per 3000 people or 1 per 10 caterers, depending upon their location.

All water points should;

- Have unobstructed access
- Be clearly marked
- Be lit at night
- Have self closing taps

The ground surrounding all water points should be well drained or provision made to 'bridge' and areas which may become flooded.

These water points shall not be used for any other purpose than the collection of water.

2.8 Toilets & Sanitary Arrangements

2.8.1 Toilets

An adequate number of toilets must be provided for the expected number of participants and visitors.

As a guide, the HSE recommend;

Events with Occupancy of less than 6 hrs		Events with Occupancy Greater than 6hrs	
Female	Male	Female	Male
1 Toilet per 100	1 Toilet per 500 1 Urinal per 150	1 Toilet per 120	1 Toilet per 600 1 Urinal per 175

Where events include overnight camping and/or high levels of fluid consumption, these numbers should be increased accordingly to take account of peak usage (e.g. early morning).

Toilets should be situated in suitable locations, readily visible, signposted and lit to a level of 100 lux for general use, and 200 lux for wheelchair accessible units.

Where the LHE and modern Campsites are separate, toilet facilities should be provided for each separately.

Under the Disability Discrimination Act 1995, provision must be made for people with special needs. One toilet with hand washing facilities per 75 people with special needs is recommended.

Arrangements must be made for the regular emptying and servicing of the facilities provided.

Personal chemical toilets (i.e. Caravan/Camper vans, toilet tents etc) may not be emptied except at properly designated disposal points.

2.8.2 Washing Facilities

Where possible, hand washing facilities in the ratio of one per five toilets with not less than one hand-washing facility per ten toilets must be provided. Suitable hand drying facilities will be provided. If paper towels are provided, suitable arrangements for disposal and restocking must be made.

Where warm water hand washing facilities are available, adequate quantities of soap are to be provided. Antiseptic hand wipes or bactericidal soap should be provided where warm water is unavailable.

COSHH assessments should be available to cover all cleaning and deodorising products used. Where products are known to present a risk to users with pre-existing skin conditions, suitable warning notices should be prominently displayed.

2.8.3 Long Duration Events

Hand-washing facilities alone may not provide adequate provision for events of longer than one day duration, or, when overnight camping is available. In these instances, it may be appropriate to supply shower facilities on site, subject to the availability of adequate water supply and pressure.

2.8.4 Disposal of Sanitary Towels and Nappies

If there is any possibility that sanitary towels or nappies may block sanitary conveniences, suitable, clearly identified designated containers are to be provided. These containers are to be regularly emptied.

If infants are expected at an event, appropriate baby changing facilities are to be provided, including receptacles for the hygienic disposal of nappies.

2.9 Waste Disposal

Suitable receptacles for the collection of waste are to be provided at strategic locations around the site.

Members are to ensure that all waste is collected and properly disposed of in these receptacles.

2.10 Animals

Animals are not allowed to roam loose and must be kept on a lead and under close control at all times.

The maximum length of leash for a tethered animal is two metres. The fixed end of the leash must be secured in such a way and be of sufficient strength that the animal cannot free itself.

Animals are to be exercised well away from the camping area, and owners are required to clear up all droppings and dispose of them properly.

Horses are to be led when within, or, while passing through camping areas.

2.10.1 Temporary Paddocks

If a temporary paddock is to be established for horses, it is to be set up in a suitable location, with substantial barriers.

If an electric fence is to be utilised, warning notices are to be clearly displayed.

Electric fences may not be used within campsite areas.

2.11 Caterers and Licensed Vendors

Caterers must be suitably licensed by the local authority under whose jurisdiction the event is held.

Alcoholic beverages may not be sold except by suitably licensed vendors.

Licenses must be produced at the request of a society official.

2.12 Insurance

The event organiser/client should hold Public Liability Insurance. Where possible, this insurance should cover our activities.

Only in the event that the organisers insurance does not cover our activities should our own insurance be invoked.

3 Miscellaneous

3.1 Temporary Structures

Temporary structures are to be erected and dismantled by competent, authorised persons only.

During erection and dismantling, only authorised persons are allowed in the immediate vicinity.

Regular inspections are to be carried out to ensure that all supports, guy lines etc are properly set and secured.

3.2 Sharp Implements and Display Weapons

Sharp implements and display weapons are to be used by competent, authorised persons only.

When not in use, all sharp implements and display weapons are to be securely stored. At no time are these items to be left unattended.

A weapons tree is to be erected, dismantled and supervised by competent, authorised persons only.

3.3 Wood Cutting

Wood cutting should only be carried out by a competent person in an area specifically set aside for the purpose.

This area should be secluded from the public and of sufficient size that any flying debris will not leave the area. This is particularly important if it is located in an area in which the public may be present. During wood cutting, no others should be present in the cutting area.

Whenever possible, only those who have passed the wood chopping assessment should chop wood when the public are present.

Axes should be checked for soundness prior to and regularly during wood cutting.