

Llangollen 2018

Gorffennaf 3-8 July



## Important health and safety notice to party leaders

Thank you for your booking for the Llangollen International Musical Eisteddfod. To help you enjoy the day and ensure the safety of the children please refer to the guidance notes below which comply with the risk assessment on our web site.

### Before Arriving

**Please:**

- 1. Ensure that all supervisors are fully briefed on the guidance notes and that there is a designated leader for each bus.**
- 2. Take note of your allocated Arrival and Departure time and agree them with your coach driver.**

Arrival Time:

Departure Time:

- 3. Ensure your driver knows not to return to the coach drop-off area until a maximum of 10 minutes before your agreed departure time.**

*(It is important that you adhere to these times in order to avoid congestion at the main coach drop-off area and reduce health and safety risks.)*

- 4. Ensure your coach driver displays the laminated numbers on the front and back of the coach (2 per coach). If you are using more than one coach you will need to adapt your coach numbers and stickers to include A, B, C etc**

*(This is particularly important during the pick up so we can locate your coach for you)*

- 5. Send the attached coach driver briefing notes onto your coach company.**
- 6. Ensure your party have a laminate to identify the group and all members are aware of that number.**

**To note the police have asked that we request that you make sure that all party members keep their bags with them at all times**

## **Arrival**

Your coach will be met by a Steward.

**Please:**

- 1. Be ready to disembark and follow the steward's instructions to safely enter the field as quickly as possible.**
- 2. Remain behind the barriers away from moving traffic as much as practicable.**

## **Departure**

You will depart via Oakleigh Gate – see map of Eisteddfod field on web site.

**Please:**

- 1. Assemble Party on the field (Not at Oakleigh Gate Exit)**
- 2. Ensure the party leader(s) only reports to Oakleigh Gate when the party are ready for departure**

*(Buses in the Coach Drop Off Area will be logged at Oakleigh Gate)*

- 3. Stay behind the barriers as much as practicable**

May we respectfully remind you that your party remains your responsibility at all times whilst on or off the Eisteddfod field.

*We hope you enjoy your day at the Eisteddfod*

*Thank you for your co-operation*