**Lochaber Event guidance note**



## Introduction

This guidance pack has been designed to provide information to organisations wishing to arrange an event at a Council owned or managed venue. The forms contained within the pack can be used for all events regardless of size, however some parts may not be relevant for smaller events.

The guide gives general advice that should be used when arranging any type of event. However, it must be remembered that events can be extremely diverse, ranging from a simple car boot sale, to a large outdoor carnival and therefore this guidance cannot be considered exhaustive. It is likely that additional guidance will be required for specialist events and larger scale activities.

In addition to this guidance there are specific procedures and additional guidance for event organisers looking to host events along the West Highland Way, Great Glen Way and in the vicinity of Ben Nevis. Please contact the respective managers for further information:

* West Highland Way - [whw@lochlomond-trossachs.org](mailto:whw@lochlomond-trossachs.org)
* Great Glen Way – [GreatGlenWayRangers@highland.gov.uk](mailto:GreatGlenWayRangers@highland.gov.uk)
* Ben Nevis Visitor Centre – [Ewan.Thornburn@highlifehighland.com](mailto:Ewan.Thornburn@highlifehighland.com)

For those events that are looking to utilise land or other assets which may be in the ownership of Jahama Estates please contact:

[Highland@jahamaestates.com](mailto:Highland@jahamaestates.com). Website: www.jahamahighandestates.com

Should you consider that more information is required there are many national associations and clubs who may be able to offer advice on specific types of event.

More general guidance for outdoor events in Scotland can be found here - [https://www.outdooraccess-scotland.scot/guidance-outdoor-events-scotland-guidance-organisers-and-land-managers](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.outdooraccess-scotland.scot%2Fguidance-outdoor-events-scotland-guidance-organisers-and-land-managers&data=04%7C01%7Cemma.tayler%40highland.gov.uk%7Ce7f41dcdc6cc492424e408d9eae27871%7C89f0b56e6d164fe89dba176fa940f7c9%7C0%7C0%7C637799080661444820%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=Sor%2FUj7iz0XroV5liFpM5NocleWCtqGJ7LI6ZRcsJf0%3D&reserved=0)

As the situation around Coronavirus continues to change, events guidance based on current **Scottish Government guidelines** can be found on the EventScotland website:

https://www.visitscotland.org/events/advice-materials/coronavirus

**Risk assessment**

Please remember that organisers of events have a legal responsibility to ensure the Health, Safety and Welfare of any employees, volunteer helpers or contractors involved in arranging the event and to the public and participants attending. This should be ensured by carrying out a detailed risk assessment.

All hazards associated with the event should be identified, the level of risk should be assessed and appropriate action taken to reduce these risks to an acceptable level. All events must comply with recognised safety standards and you must take all reasonable precautions to ensure the event takes place safely.

A formal record should be kept of the risk assessments. **An example form is provided with this pack (EP1)**. Completed forms should be retained for future reference.

Where the event consists of more than one attraction e.g. a summer fete a written risk assessment may be required for each activity. In these circumstances, the enclosed risk assessment form can be photocopied.

Any contractors involved in the event should also carry out risk assessments. Where relevant, you should obtain copies of these.

More information regarding risk assessments can be obtained from the Health and Safety Executive (HSE) publications at HSE information Centre, Broad Lane, Sheffield, S3 7HQ. Tel: 01787 881165 or visit their web page: www.hse.gov.uk/scotland/

**Stage 1 - Pre-planning**

Detailed pre-planning is essential to ensure the event is successful. The following need to be considered at this stage:

* ***Where.*** Make sure the venue you have chosen is adequate for the proposed event. Do not forget to consider the impact on the local community, how easy it will be for people to get to the venue and any car parking requirements. Consider the suitability of the venue and any existing hazards which may be on the site such as water hazards, overhead power lines etc. Consider whether or not emergency routes will be adequate.

Think about how you can actively encourage and facilitate more sustainable modes of transport for people attending the event and those who may be volunteering or working at it, for example – can people easily access the event by public transport? is the event accessible to those to arrive/depart by bicycle and safely secure their bike? Are there electric car charging points on site or nearby? How can you as an event’s organiser actively encourage and facilitate participants, staff and contractors to use more sustainable methods of transport for your event? These considerations should also be included when developing your traffic management plan for your event.

* ***When.*** Consider the time of year, including the consequences of extreme weather conditions at an outside event. The day of the week and time will also need consideration regarding the nature of the event, noise and ease of travel etc. You will need to ensure you consult with neighbours at the planning stage to discuss the impact of any potential noise etc and plan appropriately to mitigate any potential effects or make adjustments. *You are* ***required*** *to notify both residential and business properties within the town centre and surrounding area of any proposed event*. As an event organiser you need to ensure that you carefully consider and mitigate (as necessary) any issues that may be raised by surrounding properties. You will also probably need to arrange appropriate lighting for an evening function. The event should not clash with any other major events in the area.
* ***Who.*** Identify the aims of the event. Are particular groups or types of people to be targeted, such as young children, teenagers, elderly or disabled people? If so, specific facilities may be required to accommodate them or additional stewards to ensure adequate safety standards are maintained.
* ***What.*** Decide on the type of activities to be held. Will there be any specific hazards such as animals or water sports? If possible, also try to establish the size of the proposed event and whether or not an entrance fee will be charged. Think about how you can minimise the effect of your event in reference to the climate change emergency - for example consider the use of sustainable resources, a different approach to delivery to minimise impact etc.

A free guide on how to plan and deliver environmentally sustainable events can be obtained via the Zero Waste Scotland website: <https://energy.zerowastescotland.org.uk/content/how-plan-and-deliver-environmentally-sustainable-events>

* ***Specialist equipment*.** Will the activities require the use of any specialist equipment such as bungee jumps etc.? If so, does this equipment pose any specific hazards? Will a particular activity need barriers etc? Some equipment may require certificates of erection by a competent person.
* ***Code of practice.*** For larger events there will be a need to comply with guidance particularly the *Code of Practice for Outdoor Events* published by the National Outdoor Events Association Tel: 01749 674531, website: [www.noea.org.uk](http://www.noea.org.uk), which gives advice on structures, marquees, tents and electrical matters. A more comprehensive guide to specific events management, commonly known as “*The Purple Guide*” which relates to Health, Safety and Welfare at Music and Other Events has been drawn up by the Events Industry Forum in consultation with the UK events industry, including representatives from regional and national Government. This publication is designed to replace the original "Purple Guide" (HSG195) which was originally published by the Health & Safety Executive (HSE) in consultation with the industry. Further details may be obtained from [www.thepurpleguide.co.uk/](http://www.thepurpleguide.co.uk/)

Organisers running modest scale events may wish to also refer to the HSE"s event safety web page [www.hse.gov.uk/event-safety/index.htm](http://www.hse.gov.uk/event-safety/index.htm)

* ***Welfare arrangements.*** The organiser must estimate the number of attendees to the event and consider its duration. Toilet and first aid requirements should be based on these estimations. Advice is given in the *Code of Practice for Outdoor Events* referred to above. Permanent toilets should be checked for adequacy and maintained during the event. The provision of drinking water will be necessary. Depending upon the scale of the event, refreshments and other facilities may be required. Provision also needs to be made for lost children, missing persons, baby changing and lost property. All events will need to provide an environmental impact assessment, particularly in relation to the management of human waste.
* Where events permit attendance by those under 18 years of age, it is essential that relevant child protection measures are put in place. Full advice and guidance is available at [Apply for a licence - Public entertainment | The Highland Council](https://www.highland.gov.uk/directory_record/738741/public_entertainment)
* ***Special permissions and licences.*** Certain types of entertainment/recreation may require a public entertainment licence where the public pay to use the facilities, including the use of land**.** Other licences that may be required depending on your event/activity include – market trader, use of inflatables ie. bouncy castle, occasional liquor licence, public procession, march or parade and charitable collections licences. A fee may be charged for issuing a licence or permissions. Further information can be obtained from [www.highland.gov.uk](http://www.highland.gov.uk)under licenses, permits and permissions.
* ***Insurance.*** All events will require public liability insurance. All contractors and performers will also need their own public liability cover with a £5 million Limit of Indemnity.

Depending upon the nature of your organisation and the proposed event other insurances may also be required. Quotations should be obtained from your insurance provider.

* ***Timescale*.** Set outthe proposed timescale and give yourself as much time as possible to organise the event. You may need as much as 9 to 12 months planning. Some specialist advice may be required, and special permission could take time. Do not forget the summer can be a busy time with hundreds of events taking place within your area.
* ***Event plan.*** This should include all your health and safety arrangements.Once you have resolved all the issues referred to above, keep records of the proposals as a formal plan for the event. This will help you when carrying out your risk assessments.

**Stage 2 - Organising the event**

Once you have decided on the fundamental objectives behind the activities, you can then start to organise the event in detail. Remember to write things down as you go and to keep the event plan up to date.

* ***Establish a committee.*** Identify specific responsibilities for all committee members. One person should be identified as the event manager and be responsible for liaison with other organisations such as the council, the local police force and other emergency services. One person, with suitable experience, should be given overall responsibility for health and safety and another person co-ordination and supervision of stewards.
* ***Liaison.*** *For the Lochaber area*, in the first instance, please complete an ‘**Event application Form**’ and submit to [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk). This will enable Highland Council to provisionally mark your event in the local events calendar as well as circulate your information to partner agencies and relevant colleagues such as the Police, Fire Service and Community Services for comment. If you wish to discuss your event application by phone you can contact the Fort William licensing office on 01397 707233.
* ***Site plan.*** Draw out a site plan identifying the position of all the intended attractions and facilities. Plan out and designate the entrance and exit points, circulation routes, vehicle access and emergency evacuation paths.
* ***Emergency plan.*** A formal plan should be established to deal with any emergency situations, which may arise during the event. The complexity of this will depend upon the size and nature of the event itself. A simple easy to follow plan will be acceptable for a small event. You may have to liase with the emergency services, local hospitals and the council’s emergency planning officer and create a planning team to consider all potential major incidents and how you would deal with them. If you are planning an event in Lochaber you should contact the Belford A&E department at an early planning stage. Organisers of larger events may wish to contact the Council for further information.
* ***Temporary structures.*** Many events will require temporary structures such as staging, tents, marquees, stalls etc.

Decide where this equipment is to be obtained, who will erect it and what safety checks will be required. The location of any such structures should be identified on the site plan. Consider whether barriers will be required to protect the public against specific hazards such as moving machinery, barbecues, vehicles and any other dangerous displays etc.

In some cases, barriers will need to have specified safety loadings dependant upon the number of people likely to attend. Temporary structures should only be obtained from experienced suppliers. Useful advice may be obtained from Building Standards.

* ***Catering.*** Ensure any caterers have been licensed by their local authority and that they will be sensibly positioned such as away from children’s activity areas and near to water supplies etc. Adequate space should be left between catering facilities to prevent any risk of fire spread. Ask to see caterers’ food hygiene certification. You may wish to use only caterers who are members of the Mobile Outside Caterers Association. You should obtain a list of their menu and charges to ensure their prices are reasonable. Useful advice can be obtained from Environmental Health.
* ***Waste collection and Litter.*** Arrangements may be required for waste disposal and rubbish clearance both during and after the event. Individuals should be designated specific responsibilities for emptying rubbish bins and clearing the site. At some events there could be discarded hypodermic needles which need to be disposed of safely. This will require specialist training and equipment. You may require the Council to assist with clearing up the site or with specialist cleaning. There will be a charge for this service therefore it is best to talk to the waste section at the planning stage.
* ***Stewards.*** Stewards at larger events must be fully briefed on all aspects of the event including crowd control and emergency arrangements. Written instructions, site plans and checklists should be provided to them. It is important that stewards can be easily identified by the public and that they can effectively communicate with each other, their supervisor, the person responsible for health and safety, and the event manager.

All stewards should be properly trained and competent as they will need to be constantly on the lookout for hazards, which could develop during the event. They may also be required to guide vehicles, clear emergency exits, and sort out any behavioural problems. Specific training should be provided for basic first aid assistance and fire fighting. Stewards may require personal protective clothing such as hats, boots, gloves or coats. For evening events, they may need to be issued with torches. At all day events, duty rotas will be required.

* ***Crowd control.*** The type of event and the numbers attending will determine the measures needed. Consideration will need to be given to the number and positioning of barriers, and the provision of a public address system.
* ***Numbers attending.*** The maximum number of people the event can safely hold must be established. This may be reduced dependant upon the activities being planned. The numbers of people attending the event may have to be counted to prevent overcrowding. Remember that one particular attraction may draw large numbers of visitors.
* ***Provision for disabled people.*** Specific arrangements should be made to ensure disabled visitors have adequate facilities, parking and specific viewing areas and can safely enjoy the event.
* ***Security.*** Depending upon the nature of the event, specific security arrangements may be necessary, including arrangements for securing property overnight.
* Cash collection should be planned to ensure this is kept to a minimum at collection points and that regular collections are made to a secure area. Following your risk assessment, stewards or helpers collecting cash may require money belts or other carrying facilities. Counting and banking arrangements should be given careful consideration.
* ***On-site traffic.*** Contractors and/or performers vehicles and other traffic should be carefully managed to ensure segregation from pedestrians. (the following links may be useful)

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/321056/safety-at-streetworks.pdf>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/203670/traffic-signs-manual-chapter-08-part-02.pdf](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fassets.publishing.service.gov.uk%2Fgovernment%2Fuploads%2Fsystem%2Fuploads%2Fattachment_data%2Ffile%2F203670%2Ftraffic-signs-manual-chapter-08-part-02.pdf&data=04%7C01%7Cemma.tayler%40highland.gov.uk%7C280028ad797e41b35a2e08da03462377%7C89f0b56e6d164fe89dba176fa940f7c9%7C0%7C0%7C637825897011267447%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=jjewSWzQIicQ0WyddNqWz3JTOKKElax3UvKEw5VfPpU%3D&reserved=0)

It may be necessary to only permit vehicular access at specific times and not during the event itself. Separate entrances should be provided for vehicles and pedestrians with specific arrangements for emergency vehicle access. A traffic management plan should be implemented showing any constraints to footpaths or roads following *Traffic Management Chapter 8 guidelines. (link below)*

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/203670/traffic-signs-manual-chapter-08-part-02.pdf>

* ***Car parking*** facilities will be required at most events and these will have to be stewarded. Consider where such facilities should be situated.
* ***Off-site traffic.*** A traffic management plan should be implemented showing any constraints to footpaths or roads following Traffic Management Chapter 8 guidelines (see link above). Unplanned and uncontrolled access and egress to and from a site can result in a serious accident this would need to be risk assessed within your event Risk Assessment. Traffic control both inside and outside the site should be discussed with the police and in accordance with your Traffic Management plan. Adequate signs and directions should be provided in prominent positions on the approaches to the entrances. If road closures, signs on the highway, traffic diversions and/or the placement of cones are required then this should be designed and set out within your event Traffic Management plan. An application must be made for a traffic regulation order and/or approval from the highway authority.
* ***Transportation*.** The local rail and bus companies should be advised of larger events to establish if existing services will be adequate. You will also need to liase with them if road closures or diversions are intended.
* ***Contractors.*** All contractors should be vetted to ensure they are competent to undertake the tasks required of them. Wherever possible personal references should be obtained and followed up. Ask contractors for a copy of their safety policy and risk assessments and satisfy yourself that they will perform the task safely. Always ask to see their public liability insurance certificate, which should provide a limit of indemnity of **at least £5 million**. Provide contractors with a copy of the event plan and arrange liaison meetings to ensure they will work within your specified parameters.
* ***Performers.*** All performers should have their own insurances and risk assessments and the same considerations will apply as for contractors. Where amateur performers are being used, discuss your detailed requirements with them and ensure they will comply with your health and safety rules and event plan.
* ***Facilities and utilities.*** Where electricity, gas or water is to be used, detailed arrangements must be made to ensure the facilities are safe. All portable electrical appliances including extension leads etc. should be tested for electrical safety and a record kept. Any hired equipment should come with a certificate of electrical safety.

Where events are taking place outside, residual current circuit breakers should be used and if possible, the power supply stepped down to 110volts**.** All cableswill have to be safely channelled to eliminate any electrical and tripping hazards. Potential hazards due to extreme weather should not be overlooked at outside events. Portable gas supplies for cooking should be kept to a minimum in designated areas away from the general public. The same should apply to any fuel supplies items such as portable generators etc. Generators should be suitably fenced or barriered to prevent public access from public areas. All these arrangements should be clearly shown on the site plan.

* ***Contingency plans.*** Consider the implications on the event of extreme weather conditions. Will the event be cancelled?

Could specialist matting be hired in at short notice? Or could the event be moved to an alternative inside venue. This will involve a lot of planning and may be too complex for anything other than the smallest of events. There could also be other scenarios, which should be planned for, such as dealing with a disappointed crowd if the main attraction has not turned up.

* ***Risk assessments.*** Taking all the above into consideration, you should establish which specific hazards require individual risk assessment. Initial assessments should be undertaken and any remedial action specified in the updated event plan. A timescale should be specified where necessary.

**Stage 3 – Final preparations**

Just prior to the event a detailed safety check will have to be carried out. This should include the following:

* ***Routes.*** Ensure clear access and exit routes and adequate circulation within the site. Pay particular attention to emergency routes
* ***Inspections.* A checklist is provided as an example with this pack (Form EP2).** A walk-through inspection of the site should be carried out immediately prior to, during and after the event to identify any potential hazards and to check out communications are working. You may want to carryout more than one inspection during the event. All defects should be noted and also the remedial action taken. These checklists should be retained for future reference.
* ***Siting.*** Make sure that all facilities and attractions are correctly sited as per your site plan. Be certain that the first aid facilities, fire extinguishers and any cash collection boxes are in place. Check waste bins are in their correct locations.
* ***Signage.*** Ensure adequate signage is displayed where necessary. This should include emergency exits, first aid points, information and lost children points and other welfare facilities such as toilets and drinking water.
* ***Vehicles.*** Check that all contractors, performers and exhibitors’ vehicles have been removed from the site or parked in the designated area before the public are permitted to enter.
* ***Structures.*** Ensure all staging, seating, marquees and lighting structures have been erected safely and that certification has been obtained from the relevant contractors as a record of this.
* ***Barriers.*** Check that all barriers and other protection against hazards are securely in place and there is no risk of falling from staging or other facilities.
* ***Stewards.*** Make sure that all staff have arrived and are in their correct location. Ensure all stewards are wearing the correct clothing for easy identification.
* ***Lighting.*** Check all lighting is working, including any emergency lighting.
* ***Public information.*** Make sure the public address system is working and can be heard in all areas.
* ***Briefing.*** Check that all stewards and staff have been fully briefed and understand their responsibilities.

**Stage 4 – After the event**

* ***Site condition.*** After the event, another inspection should be carried out to make sure nothing has been left on the site which could be hazardous to future users and that the site is left clean and litter free. This inspection should also identify any damage which may have been caused during the event. If any structures are left overnight, it must be ensured they are left in a safe condition and are safe from vandalism etc. If numerous structures are left, specific security arrangements may be required.
* ***Accidents.*** If an accident occurs, the names and addresses of witnesses should be obtained, photographs taken and a report made by the organisers. An accident form should be completed and a copy sent to the landowner. **A sample accident reporting form is included in this pack (EP3)**. You will also need to advise you own insurance company. If any accident or dangerous occurrence is reported, action must be taken to prevent any further incidents taking place.
* ***Claims.*** Should any person declare an intention to make a claim following an alleged incident associated with the event, you should contact your insurers immediately. They may also require a completed accident form.

***USEFUL CONTACTS – NEXT PAGE***

**USEFUL CONTACTS**

**Lochaber Chamber of Commerce (Outdoor Capital of the UK Ltd)**

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| **Name** | **Address** | **Telephone** | **E-Mail/Web** |
| Frazer Coupland  Chief Executive Officer | Lochaber Chamber of Commerce, 15 High Street, Fort William, PH33 6DH | 01397 705765 | [contact@lochaberchamber.co.uk](mailto:contact@lochaberchamber.co.uk)  [www.outdoorcapital.co.uk/](http://www.outdoorcapital.co.uk/) |

**Highland Council**

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| --- | --- | --- | --- | --- |
| **Service** | **Name** | **Telephone** | | **E-Mail/Web** |
| **Performance and Governance**  Charles Kennedy Building, Achintore Road, Fort William,  PH33 6RQ | Generic Email: [licensing@highland.gov.uk](mailto:licensing@highland.gov.uk) | | | |
| Licensing Standards Officer | Chris MacKinnon |  | | [ewenchristopher.mackinnon@highland.gov.uk](mailto:ewenchristopher.mackinnon@highland.gov.uk) |
| Licensing (Civic/Liquor) | Julie Traynor | 01397 707233 | | [julie.traynor@highland.gov.uk](mailto:julie.traynor@highland.gov.uk) |
| **Communities and Place**  Senior Community Development Manager – West & Mid | Dot Ferguson | 01397 707253 | | [dot.ferguson@highland.gov.uk](mailto:dot.ferguson@highland.gov.uk)  [www.highland.gov.uk](http://www.highland.gov.uk) |
| **Community Services**  Carr’s Corner, Lochy Bridge, Fort William | Generic E-mail: [communityservices.lochaber@highland.gov.uk](mailto:communityservices.lochaber@highland.gov.uk) | | | |
| Roads | Kristen MacLeod | | 01349 781091 | [Kristen.macleod@highland.gov.uk](mailto:Kristen.macleod@highland.gov.uk) |
| Waste Management | Business Waste | | 01349 886603 | [business.waste@highland.gov.uk](mailto:business.waste@highland.gov.uk) |
| Grounds maintenance | Davie Lamont | | 01349 781088 | [David.Lamont@highland.gov.uk](mailto:David.Lamont@highland.gov.uk) |
| Lighting | Andrew Campbell | | 01349 781109 | [andrew.campbell@highland.gov.uk](mailto:andrew.campbell@highland.gov.uk) |
| Environmental Health Officers | Sharon Stitt  John Murray | | 01397 707007 | [LochaberEH@highland.gov.uk](mailto:LochaberEH@highland.gov.uk) |

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| **Planning & Building Standards,** Charles Kennedy Building, Achintore Road, Fort William PH33 6RQ |  | | |
| Building Standards | Iain Massey |  | Iain.Massey3@highland.gov.uk  [building.standards@highland.gov.uk](mailto:building.standards@highland.gov.uk) |
| Planning | Susan MacMillan | 01397 707015 | [Susan.macmillan@highland.gov.uk](mailto:Susan.macmillan@highland.gov.uk) |
| Access Officer | Bridget Thomas | 07385 007576 | [bridget.thomas1@highland.gov.uk](mailto:bridget.thomas1@highland.gov.uk) |

**Police Scotland**

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| **Fort William** | **Telephone** | **E-Mail** |
| Inspector Katy Duncan | 101 | [FortWilliamArdnamurchanCPT@scotland.pnn.police.uk](mailto:FortWilliamArdnamurchanCPT@scotland.pnn.police.uk) |

**NHS Highland**

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| **Accident & Emergency** | **Telephone** | **E-Mail** |
| Aileen MacLean  Emma Oates | 01397 702481 ext’ 4245 | [Aileen.maclean@nhs.scot](mailto:Aileen.maclean@nhs.scot)  [Emma.oates@nhs.scot](mailto:Emma.oates@nhs.scot)  [www.nhshighland.scot.nhs.uk](http://www.nhshighland.scot.nhs.uk) |

**Scottish Fire & Rescue Service**

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| **An Aird, Fort William, PH33 6AN** | **Telephone** | **E-Mail/Web** |
| Station Officer | 01397 707670 | [ftwilliam@highland.fire-uk.org](mailto:ftwilliam@highland.fire-uk.org)  [www.firescotland.gov.uk/](http://www.firescotland.gov.uk/) |

**Scottish Ambulance Service**

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| **Blar Mhor, Fort William, PH33 7GA** | **Telephone** | **E-Mail/Web** |
| Alan Knox | 01397 702382 | [alangeorge.knox@nhs.scot](mailto:alangeorge.knox@nhs.scot)  [www.scottishambulanceservice.com](http://www.scottishambulanceservice.com) |

**Forestry Commission Scotland**

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| **Torlundy, Fort William PH33 6SW** | **Telephone** | **E-Mail/Web** |
| David Robertson | 0300 067 6870 | [david.j.robertson@forestryandland.gov.scot](mailto:david.j.robertson@forestryandland.gov.scot)  [lochaber@forestry.gsi.gov.uk](mailto:lochaber@forestry.gsi.gov.uk) |

**Trunk Roads Authority**

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| --- | --- | --- |
| **BEAR Scotland Ltd**  BEAR House  Inveralmond Road  Inveralmond Industrial Estate  Perth  PH1 3TW | **Telephone** | **E-Mail/Web** |
| Lauren Goodman | 0330 0080604 | [lgoodman@bearscotland.co.uk](mailto:lgoodman@bearscotland.co.uk)  www.bearscot.com |