



Napoleonic Association Ltd

A Policy Statement by the Executive Committee of the Napoleonic Association

Part 1 – Guiding Principles

1. The Executive Committee of the Napoleonic Association are responsible for all safety, environmental protection and other sustainable development matters within the Company.
2. We require that:
 - We comply with all legislation which extends to the UK.
 - Where there is no relevant legislation, our internal standards aim to optimise the balance between risks and benefits. This does not mean avoiding risks but managing them responsibly, on the basis of impact and likelihood.
 - Since safety, health, environmental protection and other sustainable development issues are individual as well as Company Officers responsibilities; we play our part by knowing what is expected of us and by following the rules and procedures that apply to what we do.
 - We take reasonable care of our own health and safety, that of others who may be affected by our acts or omissions at an event and of the environment.
 - We report anything likely to endanger individuals or the environment.
 - All Company Officers and Unit Commanders/Chairman promote and lead by example on safety, environmental and wider sustainable development matters as part of normal practise, and create a culture where everyone understands and delivers their contribution to protecting people and the environment.
 - Targets are set and our safety, environmental protection and wider sustainable development performance is measured, monitored and reported and is consistent with and supports our systems.
3. This Policy Statement, which is to be observed throughout the Company, reflects the importance which we attach to the health, safety and welfare of all members of the Napoleonic Association, guests of the Napoleonic Association and the public and to protecting the environment.
4. The detailed organisation and arrangements that support this Policy Statement are set out in Parts 2 and 3 of this statement.

Andrew Blake
NA Chairman

For and on behalf of the Executive Committee of the Napoleonic Association

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Part 2 – Supporting Arrangements

SCOPE

1. This part of the Policy Statement sets out what we require the Officers of the Company and the Members of the Company to do and explains the company's arrangements for safety, environmental protection and other sustainable development issues. It builds on the overarching Guiding Principles in Part 1.
2. To achieve the targets set out in the Company Systems, we require the Company Officers and Company Members to:
 - a. Minimise activity related to deaths, injuries and ill health.
 - b. Maintain effective emergency arrangements.
 - c. Protect the environment.
 - d. Deliver against the Company's' other sustainable development commitments.
3. We expect the Company Officers and Company Members in their organisation and processes to comply with the Guiding Principles in Part 1 and specifically to:
 - a. Ensure clear links between the Company Safety Officer, sub-committees to the Company Safety Officer to the Company Members for the strategies for safety, environmental protection and sustainable development and the systems required to comply with them.
 - b. Implement and maintain coherent safety and environmental management systems which conform to relevant good practise with clear measures of performance and with regular systematic review.
 - c. Ensure that responsibility and accountability for safety, environmental protection and other sustainable development issues are clearly defined through a robust system of delegations.
 - d. Ensure that in the acquisition of material, services and equipment of all kinds, safety and environmental management and sustainable development principles are considered at the requirement definition stage and carried forward through life to disposal. Thos includes all aspects of maintenance and operation.
 - e. Ensure that suitable expertise is available and used to identify hazards and understand the risk arising form Company activities.
 - f. Devise and implement activity precautions and systems to control risk effectively within and across organisational boundaries and from the earliest stages of planning an undertaking.
 - g. Make provisions for the open and honest reporting of all accidents, near misses and failures of safety or environmental controls, and their investigation to a suitable depth in order that causes are understood, lessons identified and promulgated, and appropriate remedial action taken.
 - h. Ensure that audit and similar mechanisms are aimed not just to ensure compliance with procedures but also to drive effectiveness and improvement.
 - i. Work collaboratively with our regulators, statutory bodies, event sponsors and other organisations to achieve continuous improvement in safety, environmental and sustainable development.
 - j. Embed sustainable development considerations into spending and investment decisions.

- k. Carry out sustainability appraisals and environmental assessments, as appropriate for new or revised policies, programmes (including acquisition programmes), new projects and new training/accreditation activities.
- l. Ensure that, before being introduced, change to organisational arrangements, processes or equipment is properly assessed for its impact on safety, the environment and sustainable development is suitably managed.

General Duties

4. All Company Officers are to ensure that adequately detailed statements setting out the organisational structures and management arrangements for discharging their duties in accordance with this Policy Statement, including identifying hazards and controlling potential risks, are in place. They are also to set up processes for monitoring the effectiveness of such arrangements. The relevant statements are to be brought to the attention of all members of the company, guests of the company and others who might be affected by them.

Governance

5. We require the Company Safety Officer to act as the main focus for health and safety, equipment and material safety and environmental protection issues and to be the Company Sustainable Development Officer.

6. We will delegate to the Company Safety Officer the duty of ensuring that effective management arrangements are in place for ensuring compliance with this policy. Under his direction, we expect the Company Officers and Affiliated Units Point of Contacts to ensure that we achieve and maintain high standards by reviewing safety, environmental protection and wider sustainable development performance and demonstrating their commitment by words and action. We require the Company Safety Officer to delegate authority for implementing my policy to relevant Company Members through the Standard Operating Procedures and other relevant Company Systems. We further expect them to ensure that their Members of the Company that belong to their Affiliated Unit to the Company receive appropriate training/accreditation and have at their disposal adequate resources to deliver high standards in safety, environmental protection and wider sustainable development performance.

7. We require the Company Safety Officer to appoint where necessary those members of the Company to a Safety Sub-Committee for the purpose of safety, environmental protection and sustainable development to set overarching strategies for safety, environmental protection and other areas of sustainable development and to develop and maintain a consistent system of policies and standards for the Company and its members. These individuals will provide end-to-end assurances on safety and relevant environmental and wider sustainable development issues through the Company Safety Officer. Where appropriate they will assist in the development of policy, the setting of standards, rules and guidance and ensuring that appropriate scrutiny and regulation is applied to all Company activities.

8. The Company Safety Officer will be responsible for advising Company Officers and Company Members on safety, environmental protection and other sustainable development matters in conjunction with appointed safety sub-committee members, as appropriate and reporting directly to me any evidence of significant failure to discharge my safety, environmental protection and wider sustainable development responsibilities in any part of the Company.

9. This policy has been equality and diversity impact assessed in accordance with Company Policy.

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Part 3 – NA Safety Code

IT SHALL BE THE RESPONSIBILITY OF EACH PARTICIPANT AT AN NA EVENT TO ENSURE SO FAR AS IS REASONABLY PRACTICABLE, THE HEALTH, SAFETY AND WELFARE OF THEMSELVES, FELLOW PARTICIPANTS AND THE GENERAL PUBLIC THROUGHOUT THE EVENT.

ALL PARTICIPANTS SHOULD BE AWARE THERE IS A RISK OF BODILY INJURY OR DEATH INVOLVED IN ALL PARTS OF RE-ENACTMENT AND BY ENTERING THOSE ACTIVITIES THEY ACCEPT THIS RISK

Participants' attention is drawn to the following areas:

INSURANCE

All members of the NA receive insurance as part of their membership to the Association. All other participants i.e. invited guests, invited Unit/Groups, introductory members etc. must belong to an invited Unit/Group or be a member of an Affiliated Unit/Group to the Association, if they wish to take part in an NA event.

Invited Unit/Groups must provide a copy of their insurance policy to the Napoleonic Association.

COMPETENCE

It is the responsibility of each person taking part in an NA event to ensure that they are well practised, safe and competent in the use of the equipment they will be using.

Affiliated Units/Groups will complete an annual certificate of conformity to the Safety Code of the Association and the Unit/Group point of contact at each NA event will complete a Competence Form for each day of the event.

Non-NA groups must complete a Third Party Competence and Registration Form each day of an event, if they wish to take part in any NA event.

No Unit/Group or individual will be allowed upon to take part in the event unless this form has been completed in full. The form is available from the Napoleonic Association on request.

The above form must be completed by the time specified at the event and handed in before any participation is allowed. Timings will be issued in the event warning order.

FITNESS FOR PARTICIPATION

Individuals must not participate in any event activities whilst under the influence of alcohol or any other substance that will affect their safe judgement and the safety of others.

Unit/Group point of contact at the event will be ultimately responsible for the conduct of the members of their Unit/Group as detailed in the NA Re-enacting Code and both parties will be disciplined in accordance with those codes as necessary.

Persons with relevant medical condition(s) shall notify the relevant person prior to taking part in any event activity.

All participants must be accredited to at least the minimum standard detailed in the NA Re-enacting Code to their relevant activity prior to taking part in that event activity.

PERSONAL PROTECTION

All participants who take part in a battle re-enactment are advised to wear appropriate hearing protection to ensure their safety.

Each participant is fully responsible for their own safety and those around them when participating in a battle re-enactment.

WEAPONRY

All participants must be in possession of the appropriate certification for the weapon they are using.

All weapons for use in battle re-enactments or displays during an event must be in a fit working condition, fit for use and free from burrs or cracks.

Individual participants are responsible for the condition of their weaponry and display weapons.

All Unit/Group Military Commanders shall be responsible for conducting a safety check of all their members' weapons every morning prior to their Unit/Group taking part in any event activity.

The only persons to be in possession of a firearm, whether a section 1 or 2 firearm are those person lawfully entitled to be in possession of them.

Any participant found to be in unlawful possession of a firearm and those persons knowingly allowing the unlawful possession of a firearm by a participant at an NA event will be reported to the Police, removed from the site and will be barred from attending future NA events and have their membership of the NA immediately terminated.

Black powder will only be issued to those persons entitled to receive it, who will be responsible for it whilst in their possession. No black powder is to be brought to events, unless expressively asked to do so in writing by the NA. All black powder is to be returned at the end of each battle re-enactment as detailed on each day, failure to do so will result in that person(s) being removed from the event and being barred from attending future NA events and have their membership of the NA immediately terminated.

No pyrotechnic may be used or placed without the permission of the NA Pyrotechnics Officer, who is responsible for all pyrotechnics effects at NA events.

Bayonets/swords maybe affixed by opposing infantry bodies during a battle re-enactment, but never to opposing cavalry such as when infantry are in square during a battle re-enactment.

Infantry may march with bayonets/swords fixed when not in a battle re-enactment as part of their marching drill and weapon training.

No sword may be drawn by those persons carrying them, unless accredited to do so.

The codes on sword combat must be strictly followed and only used by those persons accredited to do so by the NA.

The shaft of Pole Arms (Sergeants Pikes) must be held in both hands and mustn't be slid through the leading hand when the participant is undertaking activity other than that laid down in the Drill Manual for the period. Never must the pike ever be pointed directly in close proximity to another participant.

CHILDREN AND YOUNG PERSONS UNDER THE AGE OF 18

All children under the age of 11 will not be allowed on the area designated for battle re-enactment.

All 11-18 years olds participating in a battle-re-enactment must do so under the direction of their parent/guardian or carer.

Parents/Guardians or carers of Children or Young Person must be fully aware of the type of re-enactment carried out by the Association and fully accept the safety risks and subsequent implications of allowing their children to part in a battle re-enactment.

All Children and Young Persons must be accompanied by their Parent/Guardian or carer at all times, who will accept full responsibility for their safety, care and behaviour for the duration of the event. This includes supervision throughout the day and night; lack of supervision will not be tolerated.

Those Young persons who have a relevant firearms licence to be in possession of a firearm may take part in the battle re-enactment, providing they are capable of being able to use the weapon safely and be accredited in the use of them and remain under the care of their Parent/Guardian or carer at all times.

The NA Committee reserve the right to refuse any person under the age of 18 from taking part in a battle re-enactment.

FIRST AID

The NA site manager will ensure that first aid facilities are available relevant to the needs of the number participating in the event.

In the event of first aid being required by a participant, they should be assisted as necessary, with all safety precautions being followed that are necessary at the time.

INCIDENT LOG

An incident log is maintained and updated by the Company Safety Officer. Any incidents which result in injury or risk of injury are to be reported to the Company Safety Officer or his nominated representative at the event immediately who shall record and investigate any incident.

FIRE PROCEDURES

Participants must ensure that they do not do anything which may create the possibility of the outbreak of fire. In all instances the safety procedures issued by the Company Safety Officer are to be followed, but in the event of a fire the following actions must be done:

1. Raise the alarm.
2. Clear the immediate area.
3. Arrange for emergency services to be called to the location.
4. If appropriate tackle the fire.
5. Do not put yourself at risk.

This policy is to be reviewed annually.

Signed:_____

Dated:_____

NA Re-enacting Policy

**Issued by the Executive Committee
of
The Napoleonic Association Ltd**



1 – Introduction

The Executive Committee of The Napoleonic Association Ltd (NA) has a Duty of Care towards all persons that take part in any activity of the Company. Therefore it is essential it provides the relevant information necessary to ensure that members are compliant with current legislation and advice given by relevant governing bodies and remain extant within the terms and conditions of our insurance policy.

It is essential that all persons taking part in any NA activity are aware of their responsibilities towards their own safety, the safety of those around them and the safety of the general public.

The purpose of this Re-enacting Policy is to ensure that all persons taking part in any NA activity are aware of the standards required in order to take part in that activity, whether as a non-combatant or a combatant, in both the living history camp and on any area that is used for a battle re-enactment.

The Executive Committee of the NA delegate the responsibility of Safety to the individuals taking part in an NA event and to the persons that manage the Affiliated Units in the NA.

The NA Executive Committee will ensure that all persons at an NA event will be checked as to their safety, training and accreditation, along with their behaviour on a regular basis. This will be achieved by the conducting of regular checks at NA events and by investigating any reported issues that arise during the event and issuing appropriate advice and guidance as appropriate.

The Napoleonic Association, through the Executive Committee has the authority to make any final decision on the enforcement of all matters in relation to the Companies Activities at an NA event and whether a person(s) is fit to take part in any NA activity at that event.

2 – Event Management

2.1 – Event Caveats

The NA organises a programme of events that is promoted to all members of the Company to take part in as appropriate through the Events Team. This programme will indicate the type of event, who is staging it and the level of attendance that is required.

The Events Team will detail where possible any special requirements from the Sponsor and details of any remuneration for those members bringing artillery pieces, horses and any powder issues which may apply.

This NA Annual Events programme is subject to continuous change as new events arrive or existing ones are amended. The Events Team will as far as possible keep members advised of changes via the NA Website, the “Adjutant” and other special mailings.

These events are categorised as follows:

1. NA Main Event – Large Scale UK Battle Re-Enactments

These are open to all members to participate in as directed. The Events Team will endeavour to advise the membership of the dates of these events by the end of November of the preceding year on a preliminary notice of events.

All NA Members are expected to support these events where possible, as when negotiations take part for the organising of the event, the Events Procurement Officer has to use the historical attendances at NA Events as part of any bid for the event, so it is very important that as many NA members attend the events program as possible.

2. NA Sponsored Event – Small Scale UK Event

In support of the above large scale events the NA will also organise a number of smaller events that may require the participation from a few individual members to perhaps one or more Affiliated Units of the NA. These events maybe a mixture of living history, parades, drill demonstrations, skirmishes or just PR activities. Participation in these events will be offered to the membership and/or Affiliated Units as a whole and will be allocated on a first

come first served basis by the Events Team. Members of the Association are expected to lend their positive support to this programme where possible. Although any NA member has the right to attend any such event, participation will be subject to the Sponsors' requirements such as limited space or a maximum budget. Once an Affiliated Unit and/or individuals have agreed to support these events they must keep these dates available within their own programme of events. All NA Policies and Procedures apply to these events.

3. Overseas Events – Large Scale Battle Re-enactments, Bicentennials etc.

In addition to the UK programme of events, the Executive Committee will endeavour to support and make space within the programme for a number of overseas event dates, to ensure the Members get to experience foreign re-enactment.

The Executive Committee will work with overseas organisations to ensure that the best possible terms are negotiated for NA members wishing to attend and act as a single point of contact as necessary.

However, normally all Affiliated Units and members of the NA attend these events in their independent status, with the NA only providing 3rd Party Insurance as necessary for its members.

Overseas Events are organised by the relevant Sponsors/Organisations for those events and the Executive Committee has very little to do with the organisation of them, however the Executive Committee maybe asked to provide details to its Members on how to attend and register for the event. The Executive Committee may also arrange for subsidy for foreign travel and will communicate this to the Members as necessary.

4. Other Events – Private Events, Events requiring NA Insurance etc.

Any Affiliated Unit organising an event which requires the support of the NA as a whole or of other Affiliated Units within it and requires space to be allocated within the NA's programme of events, must approach the Executive Committee to discuss the possibility of any such support. Without such contact no considerations can be made to support any such event.

The Executive Committee need only be contacted if the event requires NA insurance cover. If NA Insurance is provided then the Affiliated Unit concerned must follow the same policies and procedures as if an NA event ensuring that all NA Safety Policy, Re-enactment Policy and the Relevant Guidance Documents are followed. Failure to this may render the NA Insurance Cover null and void.

2.2 – Responsibilities of the Executive Committee:

Events Team:

Where an event is approved as being covered by one of the categories detailed above, the Events Team will appoint an Event Site Manager who will be responsible for the set-up of the event under the direction of the Events Procurement Officer and the day to day running of the event.

The Events Procurement Officer is responsible for ensuring that the Site Manager runs the event in accordance with the contents of the Re-enacting Policy and other relevant NA procedures and any other instructions that the Executive Committee provides.

Insurance:

The Executive Committee shall ensure that adequate public liability insurance cover is in place to cover events arranged under the auspices of the NA Company.

2.3 – Responsibilities of the NA Event Site Manager:

Administration:

The NA Event Site Manager is the main administrator for the event. They will liaise with the Sponsor and ensure that the event is completed safely and in accordance with NA procedures.

All events organised by the NA must comply fully with the guidelines issued by the HSE and any other relevant governing bodies, with regards to the safety of persons, firearms and explosives.

Explosives:

The Events Team and/or Event Site Manager, together with the nominated event Powder Master, will ensure that the Police Firearms Liaison Officer for the appropriate Police force is fully aware of the proposed event and that any required Licences for the storage of black powder are obtained in accordance with their instructions.

After a display the NA Event Safety Officer will ensure that the site is clear of any live ammunition. All discarded cartridges should be picked up and the site declared safe by the Event Safety Officer before the public enter the arena.

No black powder is to be brought to any NA event by any participant or any Affiliated Unit, unless expressly asked to so in writing by the Executive Committee.

All black powder on site is to be stored in the NA Powder Store as directed by the Powder Master. Participants may be asked to provide nominated persons to form a powder guard of the NA powder store when required. A full brief as to their duties will be given at the time by the Powder Master.

All participants are to note the timings for powder issues and powder returns, which will be issued with the event warning order and/or issued at the event by the NA Event Site Manager.

The relevant issued paperwork for the issue and return of black powder as issued by the Executive Committee is to be completed on all occasions.

Under no circumstances is black powder to be stored by any participant at an NA event, unless it is stored in the NA Powder Store as directed.

'Black Powder', refers to its state when in loose form. When it has been made into a cartridge (Blank Ammunition), it is considered ammunition and therefore not subject to the same restrictions as 'black powder', but must be kept and safeguarded in the appropriate manner as directed.

2.4 – Event Publicity:

Pre-event:

This is in the main the responsibility of the Event Sponsor, though information and materials may be supplied by the Company Media Officer and Events Team as necessary.

In all cases NA events will be advertised to the whole membership through the NA website, Facebook Profile, The Adjutant and Event warning Orders.

Members of the NA maybe asked to distribute information and materials as necessary for any NA event.

Any members of the NA that are able to offer help in any pre-event publicity are to contact the NA Media Officer in the first instance.

Crisis Public Relations:

In the case of an adverse incident at an Event or a major negative publicity crises about the NA, the NA Media Officer or an appointed Deputy are to deal with the media.

All enquiries are to be channelled through this person to ensure that a consistent and clear message is given to the media.

It is requested that no other member of the NA is to comment on the incident to the media.

The NA Media Officer or appointed deputy will:

Take the names, addresses, telephone/fax numbers and email addresses of any members of the media who make contact.

Take a note of the time they made contact and any deadlines that have to be met and make sure they are met.

After discussions with the Sponsor and emergency services they should develop a press release that clarifies the NA's position in relation to the incident - in most cases an initial statement that "We are investigating the incident." will be adequate until a more detailed response can be developed;

If injuries have occurred the names of those involved are not to be released without the agreement of the Sponsor, emergency services and most specifically their next of kin.

Read the statement to the media, but refrain from getting drawn into further discussion.

3 – Military Structure

3.1 – Brigade Commanders:

The Military Structure of the NA is made up of the following:

1. The British (Allied) Brigade.
2. The French Brigade.

Each Brigade will elect its Commander on an annual basis or as the case may be by event to event basis.

Each Brigade is responsible for the conduct of its annual election for the post of Brigade Commander or appointment at events

The Brigade will propose that the Commander be ratified by the Executive Committee to command the Brigade for the next year or at an event as applicable.

The Executive Committee will provide any help and assistance either Brigade requests in the election process of their nominated Brigade Commander.

The Brigade Commander will nominate a Deputy for ratification by the Executive Committee as and when required.

The Executive Committee shall consider the nominations made and if approved, will formally accredit the Brigade Commander and their Deputy in the activities they are required to perform on behalf of the Company and its Members.

On taking their relevant post each Brigade Commander and their Deputy will be issued their Roles of Office and Terms of References (TOR's) as directed by the Executive Committee and each will complete a competency certificate for the role they are occupying.

The Executive Committee reserve the right not to accept any nominated person to the post of Brigade Commander or their Deputy and to relieve the Brigade Commander and/or the Deputy of their duties if it is felt that it is in the best interests of the Company to do so.

3.2 – Duties of the Brigade Commander:

The Brigade Commander can appoint any persons to assist him in the role of Brigade Commander and these persons shall be known as the 'Brigade Staff'. Additionally to the Brigade Staff he will also appoint those Affiliated Unit Commanders he requires to form his 'Army Staff' for the purpose of managing the military structure of their respective Brigades. The Executive Committee reserve the right to review any of those appointments on behalf of the Company.

The Brigade Commander and/or his Deputy will:

Assist the Events Team in the organisation of an event when requested to do so.

Assist the Event Site Manager in the day to day running of an event when requested to do so.

Assist the Events Procurement Officer and/or Event Site Manager in the planning and co-ordination of any activities at an event and most specifically the battle re-enactment scenarios, providing their expertise, guidance and safety advice as necessary.

Ensure that the NA Re-enactment Policy is followed by all participants at the event in conjuncture with the Executive Committee and/or other Officers of the Company.

Manage the military structure of their respective Brigades with regards the Affiliated Units that fall under their military control for the event.

Provide support and assistance to Affiliated Units when requested to do so.

Command, organise and co-ordinate their respective Brigades and/or Units that are allocated to them for the battle re-enactment.

Work with the NA Safety Officer to produce Roles of Office, TOR's, accreditation and testing for their respective junior commanders, by whatever name they shall be called, i.e. Battalion Commanders, Army Staff etc.

Act independently of participating units.

Provide advice to the Executive Committee regarding the Affiliation of Units to the NA.

Work in the best interests of the NA and to uphold its good name at all times.

3.3 – Duties of the Brigade Staff:

Operate as directed by their respective Brigade Commanders or his Deputy.

Assist the Events Team in the organisation of an event when requested to do so.

Assist the Event Site Manager in the day to day running of an event when requested to do so.

Assist the Events Procurement and/or Event Site Manager in the planning and co-ordination of any activities at an event and most specifically the battle re-enactment scenarios, providing guidance and safety advice as necessary under the direction of their respective Brigade Commander or his deputy.

Ensure that the NA Re-enactment Policy is followed by all participants at the event in conjuncture with the Committee and/or other Officers of the Company.

Provide support and assistance to Affiliated Units when requested to do so.

Act independently of participating units.

Work in the best interests of the NA and to uphold its good name at all times.

3.4 – Unit Affiliation:

Applications to Affiliate a Unit to the NA are to be made to the Secretary of the Company on the relevant NA Affiliation Application Form, which can be obtained from the Secretary.

The Secretary will contact the relevant Brigade Commander who will provide advice and input to the application for that Unit to Affiliate to the NA if it is a new application to Affiliate to the NA.

The Application will then be put before the Executive Committee for final approval.

If approved the Affiliated Unit will be required to fill out a Competency form to take part in any NA activities. The Unit will be sponsored by an appropriate Affiliated Unit for their first year within the NA and be issued all the relevant policies and procedures that are required to take part in any NA event.

All Affiliated Units are to ensure they keep their contact details updated with the Secretary of the Company and that they complete a Competency Certificate for their respective Unit/Group annually.

3.5 – Roles and Responsibilities of Unit Military Commanders and Unit Committees of Affiliated Units and Invited Guest Unit/Groups at NA events:

Ensure that all members of their unit comply with all the legal requirements with regards to the control and use of firearms and explosives at NA events.

Carry out such checks that are necessary to ensure any relevant weapon to be used is safe and fit for purpose at every event.

Keep a written record of unit members' Shotgun Licences and Explosives Certificates detailing their expiry dates and ensure that all their members are up-to-date at NA events, or have the appropriate letter from the relevant authority that they are being processed for renewal.

Keep a written record of all accreditation tests taken by their members, giving reasons of any failures and the date and result of any retests.

Ensure that records of firearm licences, powder issues and safety accreditation records are available for inspection by the NA Committee on request.

Co-operate with the Events Team and/or Event Site Manager and/or Officer of the Company and/or relevant Brigade Commanders and/or relevant Brigade Staff Officers and/or other Army Staff in the organisation, running, and execution of events, and battle re-enactment scenarios.

Ensure that all their members follow the NA Re-enactment Policy, the NA Safety Code and that they are competent to take part in the event.

Ensure that all relevant instructions towards safety are passed onto their members.

Ensure that their unit keeps an approved accident book, in which details of all injuries sustained at NA events must be recorded and passed onto the NA Safety Officer at the event for NA records as well.

Report and/or Assist in any investigations towards safety in the NA and/or any other relevant incident.

Ensure that members of their unit are aware of their personal responsibilities at re-enactments and that they uphold the good name of the NA at all times.

Ensure their Unit is represented at any meetings called by the NA Committee or Brigade Commanders.

Ensure all members of their unit know and are able to apply the emergency procedures in respect of fire and first aid within their own camping area and the event site as a whole.

Ensure that the unit conveys a true picture of what it is intending to recreate when in uniform and on public view at NA events.

3.6 – Accreditation of Military Commanders of Bodies of Troops, whether a body of NA Affiliated Units and/or Invited Unit/Groups and Unit Military Commanders:

There is a requirement at NA events for Unit Military Commanders to be appointed to command a formed body of troops made up of other Affiliated Units of the NA and/or invited Unit/Groups at NA events.

When this occurs, those persons will be deemed Officers of the Company at that time and are to ensure they are fully conversant in those duties on behalf of the Company through their respective Brigade Commanders.

The relevant Brigade Commander will accredit all those persons occupying a Supervisory Military Role in a battle re-enactment to ensure that they can operate in accordance with the NA Re-enactment Policy and procedures as applicable and that a competency certificate has been completed as appropriate.

No person will be allowed to fulfil this role at NA events unless they have been deemed Competent by the relevant Brigade Commander to do so.

The Executive Committee reserves the right not to accept any person occupying a role military role if it is felt that it is in the best interests of the Company to do so.

3.7 – Accreditation of Members of an Affiliated Unit and/or invited Unit Groups:

It is necessary that all persons that participate in an NA event are accredited to the appropriate standard in order for them to take part in the event.

Before a person takes part in any NA activity it is the responsibility of their Affiliated Unit and the individual to train and be accredited to the appropriate standard as directed in the Guidance Documents issued by the NA.

Each unit shall have written records of any training and accreditations completed and issue each person with a competency certificate. This certificate should be available for inspection by any Officer of the Company for audit and checking purposes.

Failure to produce a certificate and/or training/accreditation records will preclude a person/unit/group from participating in any NA activity until resolved.

The Committee shall have the right to revoke the accreditation of any person(s) at an NA event, if it is in the best interest of the Company to do so. Unit Military Commanders and the person concerned may attend any meeting called to discuss any such a matter; the decision of the Executive Committee on any such meeting will be final.

4 – Discipline Procedures Applicable to the Members and Invited Guests of the NA.

4.1 – Introduction: The Rule of Law:

The general principle of English and Scottish Law, is that an individual is innocent until proven guilty is to be observed. The Policies, Regulations and Procedures of the NA do not supersede the Law of the United Kingdom, and any offence, be it civil or criminal, committed by a member will be reported to the relevant authorities as appropriate.

4.2 – Scope of Disciplinary Powers:

The NA Executive Committee and/or appointed Officers of the Company have the right to investigate any facts surrounding any allegations or the committing of any offence by any person(s) taking part in NA activities that fall into the following categories:

- Contravention of the Articles of Association.

- Contravention of the Re-enactment Policy.

- Contravention of the NA Guidance Documents.

- Contravention of the NA Safety Code.

- Contravention of any instructions/procedures issued by the Executive Committee.

- Conduct prejudicial to the interests of the NA and/or its Members.

4.3 – Boards of Enquiry Structure:

Will be called by the Executive Committee and will be made up of three Members of the NA selected by the Executive Committee to enquire into the circumstances surrounding any offences committed in accordance with paragraph 4.2 or any other matter that becomes relevant.

Members of the board will be selected from those persons of the NA that have where practicably as possible no connection to the purpose of the Board of Enquiry.

The selected Board shall nominate their own President of the Board, who shall be responsible for the smooth running of the enquiry; with the assistance of the board members and for ensuring that the results and recommendations are forwarded to The Executive within the time specified.

4.4 – Convening a Board of Enquiry:

The Executive Committee on the receipt of a complaint and/or in direct observance of any offences alleged in paragraph 4.2 or any other matter that becomes relevant, will convene a Board of Enquiry to investigate those matters if necessary and appropriate.

The Executive Committee will detail to that nominated Board the circumstances of the Board of Enquiry and will provide any necessary records/information/witness testimony for them to consider in their enquiry.

The Executive Committee will provide details of the persons subject to the Board of Enquiry and/or persons that are the Complainant and witnesses to the Board of Enquiry.

Once the Board are happy they have fully investigated the circumstances of the allegation, both for and against the person(s) subject to the Board, they will report their findings to the Executive Committee.

The most important duty of the Board of Enquiry is to remember the Rule of Law as detailed in paragraph 4.1 and remain impartial to the enquiry they are conducting.

4.5 – Subjects of a Board of Enquiry:

The subject of a Board of Enquiry, which can be an individual person, a group of persons or an Affiliated Unit of the NA or an invited Unit/Group to an NA event, will be notified in writing from the Executive Committee that they are subject to a Board of Enquiry and the circumstances surrounding it.

The subject will be informed of the members of the Board and will be notified by them of any attendance required, as everyone has the right to represent themselves to a Board of Enquiry and will have the opportunity to do so.

It is requested that subjects of a Board of Enquiry assist as much as they wish too in that enquiry to ensure that all the facts are presented in order for the Board to produce its findings to the Executive Committee.

Subjects will be informed in writing of the outcome of a Board of Enquiry and the findings/recommendations made by it to the Executive Committee.

No formal action is taken by the Board of Enquiry; they merely report their findings to the Executive Committee, who will issue any further details after that as necessary.

Any decision of the Executive Committee will be communicated in writing to the Subject of a Board of Enquiry, who will be entitled to accept the decision of the Executive Committee, or request an appeal to the decision made by the Executive Committee. If this occurs a new Board of Enquiry will be convened to review the decision made by the Executive Committee and their findings/decision on the matter will be final and binding to all parties concerned, unless it is not in the best interest of the Company to do so.

4.6 – Complainants to a Board of Enquiry:

The Complainant of any alleged offence detailed in paragraph 4.2, is required to provide evidence of their complaint in written/photographic/physical form. Merely stating something is not grounds for a Board of Enquiry to be convened, the onus of proof is on the person who alleges the fact to prove it.

They will be informed of the persons making up the Board and are to provide such evidence as they wish to the Board for consideration and assist as required.

They will be informed in writing of the outcome of a Board of Enquiry and the recommendations made by it to the Executive Committee.

No formal action is taken by the Board of Enquiry; they merely report their findings to the Executive Committee, who will issue any further details after that.

Any decision of the Executive Committee will be communicated in writing to the Complainant to the Board of Enquiry, who will be entitled to accept the decision of the Executive Committee, or request an appeal to the decision made by the Executive

Committee. If this occurs a new Board of Enquiry will be convened to review the decision made by the Committee and their decision/findings on the matter will be final and binding to all parties concerned, unless it is not in the best interest of the Company to do so.

4.7 – Witnesses to a Board of Enquiry:

It is requested that those persons called to be witnesses to a Board of Enquiry do so for the pursuance of the matters at hand and ensure that the matter is investigated fully.

No person has to provide assistance to the board of Enquiry if they don't wish too, though this could have an adverse effect on the Enquiry by not doing so.

In all cases the names of witnesses and the details they have provided to a Board of Enquiry will be communicated to both the Subject of the Enquiry and the Complainant.

However, Special measures can be applied for through the Board of Enquiry President, detailing the reason for your name being held, especially if you can demonstrate that there is the likelihood of intimidation or reprisals for being involved in the Enquiry. These Special Measures may also be applied by the Board of Enquiry members if they feel it is necessary in the circumstances.

4.8 – Bullying:

Bullying of any kind will not be tolerated by the NA and all reported incidents will be dealt with in accordance with Government Guidelines where applicable.

5 – Campsite

5.1 – Introduction:

The NA and all participants at an NA event have a duty of care for ensuring that the campsite is a safe environment for all participants and members of the public attending NA events.

5.2 – Marking Out the Camping Area:

The Events Team is responsible for identifying the area to be used for a campsite at NA events, both for period camping and modern camping.

The Event Site Manager, though the Events Team is responsible for ensuring the marking out of the campsite at the event including the allocation of camping areas for each Brigade and the sighting of all campsite facilities. eg. Firewood, potable water, drinking water, ablutions etc.

5.3 – Responsibilities in Camping Areas:

Unit and Individual camping areas are the responsibility of the relevant unit/individual to control and manage in accordance with the policies and procedures of the NA and/or any instruction given by Officers of the Company.

Tents and/or caravans are to be pitched or sited in such a manner as to facilitate access, movement about the area, removal in the case of emergency and be of an adequate distance apart so as to minimise the spread of fire. The recommended distance between tent walls and other camping units is not less than 2 metres apart, and that for caravans (measured from nearest side to nearest side) is 6 metres.

Those with responsibility for camping areas are authorised to require persons improperly pitched or vehicles improperly parked to be moved to such positions as will maximise safety.

Attendance Lists are to be supplied by each Unit/Group detailing the members of their unit attending the event. These will be completed for every day of the event and will be done on the relevant form issued by the Executive Committee for that purpose. These forms are to be handed into the relevant Officer of the Company at the morning meeting on the site, which will be detailed in the Warning Order for the Event or by verbal instructions at the event on the day. Failure to produce/provide an attendance list will necessitate the removal of that Unit/group from the event.

Each Unit/Group is to ensure that they have the appropriate Fire Fighting Equipment at the event for their camp area and that it is serviceable and that all its members are conversant in the use of it and the locations of it.

It is recommended that each unit has the following:

- One full bucket of water at the rear of each tent.

- One British Standard Fire Extinguisher for the inside of the tent for its occupants.

- One British Standard approved fire blanket for each camp fire to enable small cooking fires to be extinguished.

- One large full bucket of water per camp fire.

An Emergency Assembly Area will be designated by the Event Site Manager to all participants through their relevant unit/group points of contact. All unit/group points of contact are to ensure that all their members are fully aware of this location.

Emergency drill evacuation can take place at events and will be randomly conducted as called by the Event Safety Officer. Brigade Commanders are to arrange the roll call for their respective Brigades and report those details to the Event Safety Officer.

If any persons are detailed as being unaccounted for the Event Safety Officer will arrange for the appropriate actions to be conducted to ascertain the location of that person and conduct any necessary actions that arise from that.

The Event Site Manager will deal with any Emergency Services called to the campsite.

5.4 – Vehicles Movement:

No unnecessary vehicles are to be parked within camping areas except for loading and unloading. Where possible, vehicles are to be parked separately from camping units. In all cases the access routes must be kept clear at all times to allow access for emergency vehicles.

The maximum speed for vehicles on the camp site shall be 5mph. Learner drivers (save for solo motorcycles under 125cc) are not permitted to drive within the camp site.

Vehicle movements are to be kept to a minimum and hazards lights are to be on when the vehicle is moving in the campsite area.

5.5 – Hygiene:

Camping area: Participants are responsible for ensuring that their own camping area and the area surrounding it is kept safe, clean and tidy.

Water points: These are to be used solely for the collection of water. They are not to be used for washing of persons, clothing, footwear, animals, utensils, vehicles or chemical toilets.

Toilets: Participants must use the toilets provided on site or their own chemical toilets properly charged with a British Standard approved chemical for their use.

Rubbish: All rubbish is to be neatly bagged and either taken home or deposited in properly designated areas for subsequent removal.

Waste water: This is to be properly disposed of in accordance with the instructions issued by Event Site Manager

Chemical Toilets: The contents of chemical toilets must only be deposited in a properly designated disposal point in accordance with the instructions issued by Event Site Manager.

5.6 – Fire Precautions:

General: All participants are to ensure that every possible precaution is taken with regard to the risk of fire.

Camp Fires: Camp fires are to be situated at least 3 metres from any tent wall and at least 2 metres from the nearest edge of any awning and no fire is to be left burning and unattended at any time. Fires are to be roped off when members of the public are in the camp. Where authorised, turf is to be carefully removed beforehand, and replaced afterwards. Barbecues and similar pan based cooking fires are to be situated clear of camping units with the same regulations as camp fires.

Fire Fighting Equipment: All Fire Fighting Equipment is to be used in accordance with the instruction detailed for their use.

Fire Points: Each Unit/Group will clearly mark a Fire Point where their fire fighting equipment is to be made available for use and that each of their members know its location. The location of the Fire Point is to be made known to all members of the unit. Wherever possible, fire fighting equipment should be camouflaged when members of the public are on site to maintain the period look of the camp, without restricting the use of that item should it be necessary. The NA will also mark out a central water bucket fire point in the campsite, the location of which will be communicated to all participants through their unit/group point of contact.

5.7 – Emergency Procedures:

Fire Alarm:

On discovering a fire, a member should:

Raise the alarm in the immediate locality by shouting “fire, fire, fire”.

Evacuate the area around the fire, taking care to remove any black powder, gas cylinders, or petrol fuelled cookers, if safe to do so.

Attempt to extinguish the fire with the fire fighting equipment available, if safe to do so.

Report the alarm to the relevant persons as soon as practicable.

Small fire incidents: If it has been possible to extinguish the fire then the unit/group point of contact is to notify the relevant Officer of the Company the occurrence, refill any buckets of water that have been used and assist in any subsequent investigation of the incident.

Large fire incidents: If the fire cannot be extinguished and is likely to spread then the emergency services must be called immediately.

If possible strike down any tents and move any vehicles necessary to create a fire break, however the camp access roads should not be blocked under any circumstances:

Ensure that all persons not immediately involved in fire fighting or other necessary duties are evacuated to the designated Emergency Assembly Area.

Evacuation: If an evacuation of the campsite has been called, all persons are to assemble in the designated Emergency Area, ensuring they have also removed members of the public from the danger also and follow the instructions of their relevant unit/group points of contact and/or Officers of the Company.

5.8 – Site Security

Identification: The NA issued membership card is to be carried by all members at an NA event. Invited guest and introductory members will be identified by the membership Secretary. When asked by an Officer of the Company or relevant person to produce your membership card, all members are to comply.

General Security: This is normally the responsibility of the Event Sponsor; however every member of the NA has a responsibility for security within the campsite. They should

challenge anyone acting suspiciously in the camp and detain them if possible and practicable. Members should not attempt to detain anyone by force. Any incidents should be reported to their Unit/Group point of contact, who should report the matter to Event Site Manager. The Event Site Manager will decide how the incident is to be dealt with and whether the Sponsors or Police should be informed of the incident.

NA Powder Store: The Powder Store is to be guarded under the directions given by the relevant authorities for the event. Guard rotas will be organised by the Brigade Commanders, through the Event Site manager. All units/groups attending an NA event are required to provide personnel for this purpose when requested to do so. Such additional measures for the security of the powder store area are to be taken as required by the Event Site Manager, NA Safety Officer, NA Powder Master, Police and HSE as directed.

All Black Powder is to be returned to the NA Store when directed to do so. **NO BLACK POWDER IS TO BE STORED BY ANY PERSON(S), UNIT/GROUP UNDER ANY CIRCUMSTANCES.** Failure to comply will result in person(s), Unit/Groups being removed from the site immediately and Disciplinary Actions being conducted as The Executive Committee deems necessary.

Campsite: Each unit/group is to ensure that adequate security and/or fire patrols are maintained at all times for their area and that no fire is left unattended.

Weapons: All participants are to ensure that their weapons are secure at all times. No firearm is to be given to a person that has no lawful right to be in possession of it.

5.9 – Animals

Control of pets: Animals are to be kept under close control and must not be allowed to roam loose on the camp site. Dogs are to be kept on a lead at all times. The maximum recommended length of lead for tethered animals is 3 metres. Animals are to be exercised well away from camping areas and owners are required to clear up all excrement and dispose of it in the appropriate manner.

Horses: Horses are to be led, or ridden at the walk, when passing through the campsite and walkways to arenas.

5.10 – General Behaviour in Camp

Respect of property:

Due regard shall be had to the Event Sponsor's property and property of event participants, such as, buildings, caravans, tents, trees, fences, hedges, crops, turf and stock etc.

Any damage caused is to be reported immediately to the Event Site Manager, where upon an investigation will be conducted as to the cause of the damage.

Any deliberate damage will be reported to the relevant authorities for action.

Environmental protection:

All event participants shall take all reasonable steps to ensure the protection of the environment and the area in which they are encamped.

Noise:

Unnecessary noise is to be kept to a minimum. Quiet is to be maintained after midnight and total quiet at "lights out" being 1am. All participants are to ensure that they maintain a fair noise level with respect to other events participants. The noise level is to be self maintained and enforced if necessary by Officers of the Company where appropriate.

Trading:

Any participant wishing to trade at the event must register in advance with the Events Director and conform to the relevant legislation that is applicable to their trading.

Alcohol:

No alcohol or alcoholically fortified beverages shall be sold in the campsite, unless from a licensed authorised establishment, i.e. a beer tent.

Children:

Parents/Guardians or Carers are responsible for the safety and good behaviour of their children in the encampment.

6 – First Aid**6.1 – Introduction:**

In the main the first aid facilities and personnel are supplied by the Event Sponsor as part of the contract the NA enters into with them for the event.

However participants at NA events have the responsibility for the providing first aid to themselves and others where applicable.

6.2 – First Aid Kit Recommendations:

The NA recommends that each Unit/Group has the following items in their First Aid Kits at NA Events:

- Individually wrapped adhesive dressings.
- Sterile eye pad with attachment.
- Triangular Bandages.
- Sterile coverings for a serious wound.
- Safety Pins.
- Medium sized sterile unmediated dressings.
- Large sterile unmediated dressings
- Extra large sterile unmediated dressings
- 25g packs of cotton wool.
- 1 pr of Safety Scissors.
- 1 pr Tweezers.
- Sterile gauze squares for cleaning wounds.
- Approved Burns Kit.

The above list is not exhaustive, just merely an indication of such items that are necessary to treat possible injuries likely to occur from re-enacting activities.

It is the responsibility of each Unit/Group to maintain such First Aid Kits they have and identify any such members that are First Aid Trained and ensure all their members know who these persons are.

Any such First Aider who wishes to act on behalf of the NA as a listed First Aider can forward their name and details to the NA Safety Officer who will maintain a register of First Aid Trained persons.

7 – Accident/Incident Reporting**7.1 – Introduction:**

It is essential that all accidents/incidents are reported to the Event Safety Officer in the first instance. The Event Safety Officer will liaise with the Company Safety Officer to allow the causes of the accidents/incidents to be investigated, lessons learnt to be applied and systems developed which can reduce the chances of further accidents/incidents in future.

7.2 – Report Details:

Any accident/incident report is to contain the following:

1. Details of the person involved.
2. Details of the accident/incident.
3. Details of treatment/action given/taken.
4. Details of lessons learnt.
5. Any recommendations made.

8 – The NA Safety Code

IT SHALL BE THE RESPONSIBILITY OF EACH PARTICIPANT AT AN NA EVENT TO ENSURE SO FAR AS IS REASONABLY PRACTICABLE, THE HEALTH, SAFETY AND WELFARE OF THEMSELVES, FELLOW PARTICIPANTS AND THE GENERAL PUBLIC THROUGHOUT THE EVENT.

ALL PARTICIPANTS SHOULD BE AWARE THERE IS A RISK OF BODILY INJURY OR DEATH INVOLVED IN ALL PARTS OF RE-ENACTMENT AND BY ENTERING THOSE ACTIVITIES THEY ACCEPT THIS RISK

Participants' attention is drawn to the following areas:

INSURANCE

All members of the NA receive insurance as part of their membership to the Association. All other participants i.e. invited guests, invited Unit/Groups, introductory members etc. must belong to an invited Unit/Group or be a member of an Affiliated Unit/Group to the Association, if they wish to take part in an NA event.

Invited Unit/Groups must provide a copy of their insurance policy to the Napoleonic Association.

COMPETENCE

It is the responsibility of each person taking part in an NA event to ensure that they are well practised, safe and competent in the use of the equipment they will be using.

Affiliated Units/Groups will complete an annual certificate of conformity to the Safety Code of the Association and the Unit/Group point of contact at each NA event will complete a Competence Form for each day of the event.

Non-NA groups must complete a Third Party Competence and Registration Form each day of an event, if they wish to take part in any NA event.

No Unit/Group or individual will be allowed upon to take part in the event unless this form has been completed in full. The form is available from the Napoleonic Association on request.

The above form must be completed by the time specified at the event and handed in before any participation is allowed. Timings will be issued in the event warning order.

FITNESS FOR PARTICIPATION

Individuals must not participate in any event activities whilst under the influence of alcohol or any other substance that will affect their safe judgement and the safety of others.

Unit/Group point of contact at the event will be ultimately responsible for the conduct of the members of their Unit/Group as detailed in the NA Re-enacting Code and both parties will be disciplined in accordance with those codes as necessary.

Persons with relevant medical condition(s) shall notify the ant persons prior to taking part in any event activity.

All participants must be accredited to at least the minimum standard detailed in the NA Re-enacting Code to their relevant activity prior to taking part in that event activity.

PERSONAL PROTECTION

All participants who take part in a battle re-enactment are advised to wear appropriate hearing protection to ensure their safety.

Each participant is fully responsible for their own safety and those around them when participating in a battle re-enactment.

WEAPONRY

All participants must be in possession of the appropriate certification for the weapon they are using.

All weapons for use in battle re-enactments or displays during an event must be in a fit working condition, fit for use and free from burrs or cracks.

Individual participants are responsible for the condition of their weaponry and display weapons.

All Unit/Group Military Commanders shall be responsible for conducting a safety check of all their members' weapons every morning prior to their Unit/Group taking part in any event activity.

The only persons to be in possession of a firearm, whether a section 1 or 2 firearm are those person lawfully entitled to be in possession of them.

Any participant found to be in unlawful possession of a firearm and those persons knowingly allowing the unlawful possession of a firearm by a participant at an NA event will be reported to the Police, removed from the site and will be barred from attending future NA events and have their membership of the NA immediately terminated.

Black powder will only be issued to those persons entitled to receive it, who will be responsible for it whilst in their possession. No black powder is to be brought to events, unless expressly asked to do so in writing by the NA. All black powder is to be returned at the end of each battle re-enactment as detailed on each day, failure to do so will result in that person(s) being removed from the event and being barred from attending future NA events and have their membership of the NA immediately terminated.

No pyrotechnic may be used or placed without the permission of the NA Pyrotechnics Officer, who is responsible for all pyrotechnics effects at NA events.

Bayonets/swords maybe affixed by opposing infantry bodies during a battle re-enactment, but never to opposing cavalry such as when infantry are in square during a battle re-enactment.

Infantry may march with bayonets/swords fixed when not in a battle re-enactment as part of their marching drill and weapon training.

No sword may be drawn by those persons carrying them, unless accredited to do so.

The codes on sword combat must be strictly followed and only used by those persons accredited to do so by the NA.

Pole Arms (Serjeants Pikes), the shaft must be held in both hands and mustn't be slid through the leading hand. Never must the pike ever be pointed directly in close proximity to another participant.

CHILDREN AND YOUNG PERSONS UNDER THE AGE OF 18

All children under the age of 11 will not be allowed on the area designated for battle re-enactment.

All 11-18 years olds participating in a battle-re-enactment must do so under the direction of their parent/guardian or carer.

Parents/Guardians or Carers of Children or Young Person must be fully aware of the type of re-enactment carried out by the Association and fully accept the safety risks

and subsequent implications of allowing their children to part in a battle re-enactment.

All Children and Young Persons must be accompanied by their Parent/Guardian or Carer at all times, who will accept full responsibility for their safety, care and behaviour for the duration of the event. This includes supervision throughout the day and night; lack of supervision will not be tolerated.

Those Young persons who have a relevant firearms licence to be in possession of a firearm may take part in the battle re-enactment, providing they are capable of being able to use the weapon safely and be accredited in the use of them and remain under the care of their Parent/Guardian or Carer at all times.

The NA Committee reserve the right to refuse any person under the age of 18 from taking part in a battle re-enactment.

FIRST AID

The NA site manager will ensure that first aid facilities are detailed and relevant to the needs of the number participating in the event.

In the event of first aid being required by a participant, they should be assisted as necessary, with all safety precautions being followed that are necessary at the time.

ACCIDENT/INCIDENT LOG

An accident/incident log is maintained and updated by the Company Safety Officer. Any incidents which result in injury or risk of injury are to be reported to the Company Safety Officer or his nominated representative at the event immediately who shall record and investigate any incident.

FIRE PROCEDURES

Participants must ensure that they do not do anything which may create the possibility of the outbreak of fire. In all instances the safety procedures issued by the Company Safety Officer are to be followed, but in the event of a fire the following actions must be done:

1. Raise the alarm.
2. Clear the immediate area.
3. Arrange for emergency services to be called to the location.
4. If appropriate tackle the fire.
5. Do not put yourself at risk.

Policy End

This policy is to be reviewed annually.

Signed:_____

Dated:_____

NON COMBATANT PARTICIPANT GUIDANCE DOCUMENT
FOR
INDIVIDUALS AND UNITS/GROUPS
TAKING PART IN NA EVENTS

Introduction:

This Guidance Document is the standard the NA will check all participants against that attend NA events as a non-combatant as being competent to take part in that NA activity.

All Unit Military Commanders and/or Unit Safety Officers and/or Unit Accreditation Officers are to ensure that all their members are fully trained/briefed and accredited to take part in that NA activity and that they maintain written records to show that is the case.

They are to ensure that all their members are aware of the safety procedures specific to each event, especially with regard to cavalry, artillery, melee and pyrotechnics that maybe used at any NA event.

General Safety Guidelines

1. Each individual is to ensure they are fully conversant with the NA Safety Policy and the NA Re-enactment Policy.
2. Each individual that intends to go onto the Battle Arena as a non-combatant is to ensure that they are fully conversant with the NA Re-enactment Policy for that activity.

NA INFANTRY PARTICIPANT GUIDANCE DOCUMENT
FOR
INDIVIDUALS AND UNITS/GROUPS
TAKING PART IN NA EVENTS

Introduction:

This Guidance Document is the standard the NA will check all participants against that use firearms at any NA event as being competent to take part in any NA activity using Firearms as Infantry.

All Unit Military Commanders and/or Unit Safety Officers and/or Unit Accreditation Officers are to ensure that all their members are fully trained and accredited to take part in any NA activity and that they maintain written records to show that is the case.

They are to ensure that all their members are aware of the safety procedures specific to each event, especially with regard to cavalry, artillery, melee and pyrotechnics that maybe used at any NA event.

General Safety Guidelines

1. General: Units/Groups are to drill and manoeuvre in the field in accordance with the drill regulations applicable to them from the period and ensure that all their members are fully conversant in those military manoeuvres before allowing them to take part in a battle re-enactment.

It is advisable that all participants in battle re-enactments are progressively trained before they are allowed to be considered a firer on the field.

Examples of Drill Manuals from the period are:

- a. Rules and Regulations for the Formations, Field Exercise and Movement of His Majesty's Forces, 1792.
- b. Rules and Regulations for the Formations, Field Exercise and Movement of His Majesty's Forces. Parts I, II and Abstract, Part III, 1801.
- c. A Course of Drill and Instruction in the Movements and Duties of Light Infantry founded upon The Regulation for the Exercise of Infantry in Close Order and The Regulations for the Exercise of Riflemen and Light Infantry, 1808.
- d. Reglement Concernant Exercice et les Manoeuvres De Infanterie, 1791.

2. All Units/Groups and person(s) that are intending to use a firearm at NA events are to be fully conversant in this Guidance Document and use it as the standard they train their members too in order for them to take part in NA events as an Infantry firer.

3. Generic Safety:

- a. Only black powder (UN0027 or UN0028) is to be used in any firearm at NA events. All other Black Powder and shooters' powders are expressly forbidden.
- b. All firearms are to be proofed in accordance with UK regulations before they can be used at NA events.
- c. All Unit Military Commanders and/or Unit/Group Safety Officers are to inspect all their members firearms at every NA event. They should satisfy themselves that the firearms are serviceable and fit for purpose. Where the firearm is considered to be unserviceable it is to be withdrawn from use until the fault is rectified. Units/Groups shall keep a record of all incidents where a firearm is withdrawn from use and when passed fit for use.
- d. Safety Distances: A firearm may not be discharged at any person closer than 20 metres (30 metres if mounted). Firearms should never be directly aimed at a person(s). The correct firing distance should be regularly demonstrated by the Unit/Group to their members.
- e. Man Down Drill: In case of an accident or injury to a person(s) the group unit concerned is to form around the injured person in a square or orb and the signal is to be a

weapon held horizontally in the air with both hands, by nominated persons at each corner of the square or equally spaced around the orb. If the Unit/Group in attendance has drums/bugles/whistles, then an alternating sound from them can be made continuously, i.e. blast/stop/blast and so on.

f. Infantry Charged by Cavalry when loaded: If a block of infantry is charged by cavalry when loaded, they are to shoulder their arms and the infantry commander and individuals are to call out, "I am/Unit is loaded." The cavalry are then to move away and engaged other troops.

4. Generic Firearm Safety:

a. Firearms Check: All firearms shall be checked before use, by the participant and their relevant unit safety checker following the steps below.

i. The firearm is to be presented to the checker and the ramrod inserted by the holder of the firearm into the barrel to show that it is clear.

ii. The ramrod is also to be inspected to ensure fit for use, then returned.

iii. The firearm is then to be presented to show half cock. The hammer is to be drawn to the half cock and the trigger is to be pulled. The hammer should remain where it is. If the firearm is unable to be put at the half cock or remain at the half cock when the trigger pulled, it is deemed to be unsafe for use and shall not be used until rectified, ensuring that a record is maintained of that failure.

iv. The firearm shall then be put at the full cock and the frizzen pan closed and fired off. If the firearm is unable to be put at the full cock or hold the full cock, then it is deemed a failure and unsafe for use and shall not be used until rectified, ensuring that a record is maintained of that failure.

b. Priming: The firer is to set the hammer at the half cock, and ensure that the pan and surrounds are clean before priming. Care should be taken not to overfill the pan. The pan should be closed with the steel immediately after priming.

c. Loading: The firer is to use only two fingers to hold the cartridge whilst pouring the powder into the barrel. They are to ensure the barrel is tilted away from the face. Nothing other than black powder may be placed down the barrel of a gun, unless the ramrod is being used to ram the empty cartridge in place as wadding.

d. Half Cock and Full Cock: The hammer is to be kept at the half cock until the firearm is brought to the preparatory to firing when it should then be pulled to full cock in accordance with the appropriate drill movement. However, half cock does not mean that the firearm is safe and care should be taken when handling loaded weapons. Care should be taken not to strike the butt of the firearm on the ground or any other hard surface when it is loaded. This will go some way to ensuring that the firearm does not go off at half cock.

e. Flash from firing: Firers should be aware of the potential danger to their neighbour from side flash and care should be taken to avoid side flash when the firearm is discharged. Side flash will be reduced if the pan is not overfilled.

f. No participant at an NA event will permit the handling of a firearm by a member of the public.

g. Firearms must never be left unattended or stacked carelessly.

h. No firearm must ever be discharged in the direction of the public.

i. No firearm is to be discharged unless it is safe to do so.

5. Misfire Immediate Action Drills:

a. Firearm Fails to Fire with **No Flash** in the Pan.

i. If the firearm fails to fire, the firearm is to be held in the firing position for a few seconds to ensure there is no slow burn to the ignition of the powder in the pan.

- ii. After which the firer will then bring the weapon to the load position.
- iii. Wipe the frizzen and flint clean, close the frizzen and re-fire from the firing position (re-prime if necessary and fire if safe to do so).
- iv. If the firearm fails to fire the second time, the firearm is to be held in the, firing position as at step i and ii.
- v. Again wipe the frizzen and flint.
- vi. The priming powder is shaken out of the pan, and the pan wiped clean. The flint is then knapped.
- vii. The pan re-primed and the firearm re-fired for the third time.
- viii. If the firearm fails to fire the third time, repeat step ii, then go to step ix.
- ix. The flint is changed and the firer will attempt to fire for the fourth time.
- x. If the firearm fails to fire on the fourth attempt, the firearm is to be held in the firing position for a few seconds, to ensure no slow burn.
- xi. The firearm is deemed to be a complete failure.
- xii. The priming is to be shaken out of the pan, the frizzen; pan and flint are wiped clean.
- xiii. The firearm is to be made safe by pouring water down the barrel until it flows out from the touchhole and/or the end of the barrel. This shows that the main charge has been flooded and rendered useless.

b. Firearm Fails to Fire with a **Flash** in the Pan.

- i. The firer is to remain in the, firing position for at least 30 seconds, and call out their name, "*their name*, flash in the pan.", this is then passed along the line to the last man who calls out, "last man, *name called*, flash in the pan.".
- ii. The firearm is then brought to the load position the frizzen, pan and flint are wiped clean.
- iii. The touchhole is then pricked and the pan re-primed.
- iv. The firer will return to the firing position and attempt to fire again.
- v. If the weapon fails to fire with no flash in the pan, follow the Misfire Immediate Action as detailed above.
- vi. If the weapon fails to fire with another flash in the pan then the firearm is to be held in the firing position for at least one minute and call out as detailed at step i.
- vii. The firearm is then returned to the load position and is deemed a, Complete Failure.
- viii. The firearm is to be made safe by pouring water down the barrel until it flows out from the touchhole and/or the end of the barrel. This shows that the main charge has been flooded and rendered useless.

6. **Edged Weapons:** All edged weapons used at NA events must be maintained in a clean and safe condition. Points and edges should be blunted and all burrs removed. Military Commanders/Safety Officers are to inspect such weapons before their use at NA events. Edged weapons must be secured in a sheath or scabbard suitable for the weapon in question when not in use. Bayonets, Swords and Sabres may only be drawn by those accredited to do so.

7. **Use of Ramrods:** It is recommended that ramrods are use to ram home all blank charges, as this ensures that the charge is seated and that there is no windage.

To reduce the risk of ramrods being accidentally fired, all participants are to ensure they are fully trained in their use and that they have been accredited by their respective units/groups in the use of them.

Military Commanders are to ensure they do not give an order to 'FIRE', until they have ascertained that all of their firers have completed the full loading procedures for their respective firearm. However, all participants are responsible for ensuring they do not fire unless it is safe to do so, regardless of any instruction given by another person.

When using the ramrod, firers should hold it between two fingers and should not cover the barrel with their hand. They should ensure that the ramrod is replaced properly when not in use.

8. Hand to Hand Combat Infantry to Infantry is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants.

9. Hand to Hand combat Infantry to Cavalry is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants. Unit Military Commanders should ensure that their members are familiar with horses, as confidence on the field will minimise the risk of injuries sustained from horses. Infantry should keep in formation when cavalry are close and muskets must not be lowered below 45 degrees from the vertical.

10. Hand to Hand Combat Infantry to Artillery is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants. Unit Military Commanders should ensure that all the members of their unit understand the system that shows whether a gun is loaded, suffering a hangfire etc., and be aware of the safety distances of cannon. In particular they must be careful when attacking a gun team to ensure that the gun is safe before they do.

EXAMPLE ACCREDITATION TEST FOR INFANTRY PARTICIPANTS

Introduction:

Unit Military Commanders and Unit Safety Officers are to ensure that all their members who wish to take part in battle re-enactment scenarios have passed a Safety Accreditation Test.

The accreditation test is to be taken on an annual basis and those details are to be recorded by the relevant unit in written form.

A member must have a Safety Accreditation granted by the Unit of which he is a member of, or by the unit with which he is brigaded with in order to take part in battle re-enactments at NA events and issued with a certificate to show they have completed an accreditation test.

This certificate should detail when and by whom the test was conducted with and be signed by both parties.

The test can be broken into two parts:

Part One:

- i. Produce their NA membership card.
- ii. Demonstrate that they are fully aware of the responsibilities placed upon them by the NA Re-enactment Policy.
- iii. Parade in the applicable uniform and kit for the unit/group they belong too.
- iv. Demonstrate a thorough knowledge and understanding of the drill they will be required to perform and an understanding of the orders they maybe given when taking part in a battle re-enactment.

Part Two:

This part of the test is applicable to all members of a unit who wish to fire a musket, rifle or pistol during a battle re-enactment. The member shall:

- i. Show they have passed Part One of the test.
- ii. Produce their current firearms certificate and explosives licence for inspection to show they are lawfully entitled to be in possession of their firearm and that they are in date and are able to be in possession of black powder in order to make blank cartridges for use with their firearm.
- iii. Demonstrate how their particular firearm functions, including the mechanics of the lock assembly and details of maintenance of their firearm.
- v. Explain how the flint works and its action on the frizzen. Demonstrate how to dress the flint and how to change it.
- vi. Show their firearm clear.
- vii. Demonstrate how to prime the pan using the right amount of black powder.
- viii. Load their firearm weapon using the appropriate drill and words of command.
- ix. Demonstrate the Immediate Actions Drills for a misfire.
- x. Demonstrate how to remove an unfired blank round from the barrel using an appropriate tool for their firearm.
- xi. Demonstrate how to clean their firearm.
- xii. Demonstrate how to make a blank paper cartridge. (Example of which is attached to this document)

Notification of Results:

The member is to be shown a written record of the result of their test, indicating where if necessary improvements can be made if necessary.

If the test was successfully passed then a certificate is to be issued, which is to be signed by the member and the Accreditor, detailing their details and the result of the test and the date it was conducted.

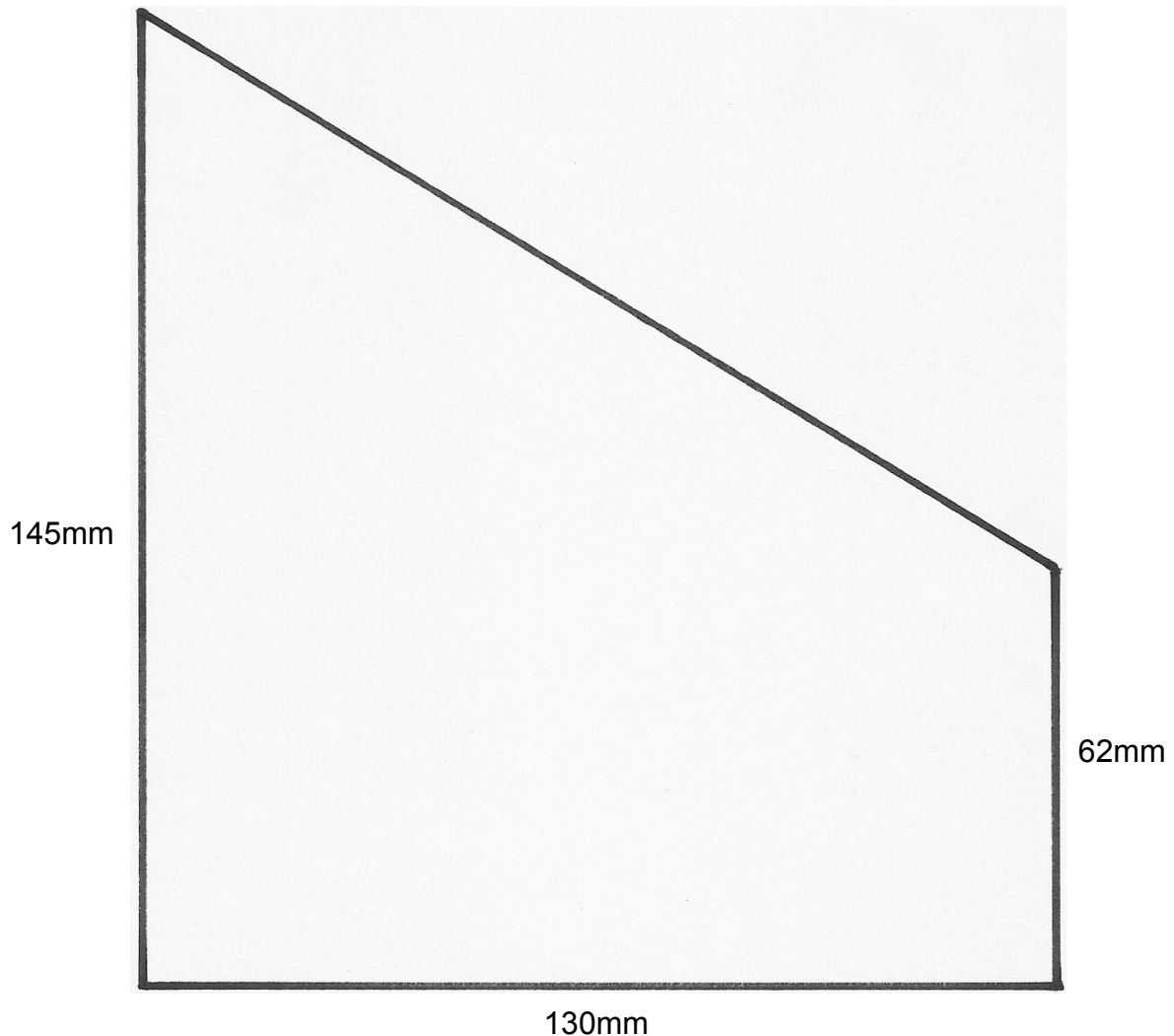
Example Accreditation Certificate:

Infantry Accreditation Test	
Name of Unit:	Date:
Name of member:	Name of Accreditor:
Result of Test: PASS/FAIL *	Notes:
* Delete as appropriate	
Member Sign:	Accreditor Sign:

Example Accrediation Record:

Infantry Accreditation Unit record				
Name of Unit:			List of Accreditors: 1. 2. 3. 4.	
Name of Member	Date Tested	PASS/FAIL	Name of Accreditor	Signed by Accreditor

Example Cartridge Tube Pattern



The paper is rolled around a 14mm copper tube from the longest side 145 mm being placed on the tube first to the shortest side 62mm with the 130mm length forming the bottom of the cartridge, so will overhang the end of the copper tube, this is done in order the end can be secured later, the short 62mm edge should now be on the outside and is then glued using a Pritt Stick or similar type of glue. The glue is not necessary, but does provide a more secure cartridge and greatly reduces the chances of loose powder fallout.

The 130mm end is then twisted (you need to make sure that a suitable amount of paper is overhanging for this process) ensuring that the paper doesn't split or tear and is pushed into the end of the copper tube forming a closed end.

Remove the cartridge from the tube and fill with powder to the appropriate amount. Once filled pinch the cartridge at the top of the powder and fold the top end of the cartridge across at a 45-degree angle making a sort of triangle. You will have to fold the end of the cartridge again to bring the triangle towards the powder and then tuck the tip of this triangle into the outer edge of the cartridge, which has been formed by the 62mm edge.

NA ARTILLERY PARTICIPANT GUIDANCE DOCUMENT
FOR
INDIVIDUALS AND UNITS/GROUPS
TAKING PART IN NA EVENTS

Introduction:

This Guidance Document is the standard the NA will check all participants against that use Artillery Pieces at any NA event as being competent to take part in any NA activity using that piece as part of the crew.

All Unit Military Commanders and/or Unit Safety Officers and/or Unit Accreditation Officers are to ensure that all their members are fully trained and accredited to take part in any NA activity and that they maintain written records to show that is the case.

They are to ensure that all their members are aware of the safety procedures specific to each event, especially with regard to cavalry, infantry, melee and pyrotechnics that maybe used at any NA event.

General Safety Guidelines

1. General: Units/Groups are to drill and manoeuvre in the field in accordance with the drill regulations applicable to them from the period and ensure that all their members are fully conversant in those military manoeuvres before allowing them to take part in a battle re-enactment.

It is advisable that all participants in battle re-enactments are progressively trained before they are allowed to be considered a firer on the field.

2. All Units/Groups and person(s) that are intending to use an artillery piece at NA events are to be fully conversant in this Guidance Document and use it as the standard they train their members too in order for them to take part in NA events as part of a crew for an artillery piece.

3. Generic Safety:

a. Only black powder (UN0027 or UN0028) is to be used in any cannon at NA events. All other Black Powder and shooters' powders are expressly forbidden.

b. All cannons are to be proofed in accordance with UK regulations before they can be used at NA events.

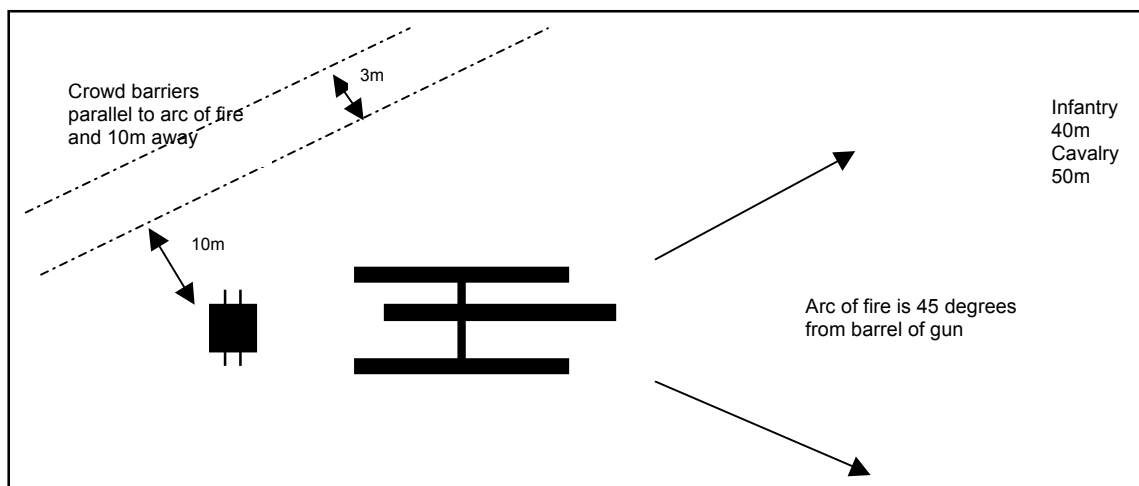
c. All Unit Military Commanders and/or Unit/Group Safety Officers are to inspect all their cannons at every NA event. They should satisfy themselves that the cannons are serviceable and fit for purpose. Where the cannon is considered to be unserviceable it is to be withdrawn from use until the fault is rectified. Units/Groups shall keep a record of all incidents where a cannon is withdrawn from use and when passed fit for use.

d. Safety Distances: A cannon may not be discharged if a unit, friendly or otherwise is closer than 40 metres (50 if mounted) in the frontal blast cone of the gun.

The conal blast is a 45 degree cone centred on the muzzle and extending 40 metres in front of the piece. The correct firing distance should be regularly demonstrated. (see diagram below)

Whilst the gun is being loaded and fired no troops either friendly or otherwise should move closer than 3 metres to the nearest gun crew member. Troops must remain level with the gun and not move forward into the firing zone.

Under no circumstances should any troops other than the gun crew move any closer than 3 metres to the ammunition box.



e. Man Down Drill: In case of an accident or injury to a person(s) the signal is to be a weapon held horizontally in the air with both hands, by a nominated person. If the Unit/Group in attendance has drums/bugles/whistles, then an alternating sound from them can be made continuously, i.e. blast/stop/blast and so on.

4. Generic Cannon Safety:

- a. Cannon Safety Check: All cannons shall be checked before use, by the participant and their relevant unit safety checker following the steps below.
 - i. Insert rammer to show the barrel is clear.
 - ii. Check touch hole to ensure clear.
 - iii. Check for any damage to barrel and stanchion.
 - iv. Check cannon sitting on carrier correctly.
 - v. Ensure wheel pins inserted.
- b. No participant at an NA event will permit the handling of a cannon by a member of the public.
- c. Cannons must never be left unattended.
- d. No cannon must ever be discharged in the direction of the public.
- e. No cannon is to be discharged unless it is safe to do so.

5. Safe Loading and Firing Procedures:

The orders for loading and firing shall be given in accordance with the drill and the language of the nation the unit represents.

The following sequence though must always be carried out:

- i. On the order to load, the ventsman shall clear the vent and then, wearing a leather glove or thumbstall, place his thumb or finger over the touch hole and keep it there until the order to spike is given.
- ii. Worm out the barrel to ensure any debris has been cleared.
- iii. Sponge out the bore with a damp sponge.
- iv. Insert the cartridge into the bore and ram it down the barrel until the charge is firmly seated in the breach.
- v. The crew having removed all equipment, shall take position outside and behind the wheels of the gun.

- vi. When crew are clear, and on receiving the order from the gun commander to spike, the ventsman removes his thumb or finger from the touch hole, and inserts a spike into the touch hole to pierce the cartridge.
- vii. The ventsman then places a fuse into the touch hole, and steps back raising his right arm to indicate that the gun is ready to fire.
- viii. The gun commander should then check the field of fire is clear and the safety distances adhered to, and gives the order "attention" as a warning before giving the order to fire. Only the gun commander may give the order to fire the gun. The gun loaded signal is either the arm or a sabre/sword held vertically in the air.
- ix. The fuse is then ignited with a portfire or slow match.
- x. The touch hole must then be checked and cleared of any debris before reloading commences.
- xi. If the gun commander intends to continue firing the procedure shall be repeated from above.

If the gun commander intends to cease fire the first 3 steps above must be carried out before the gun commander declares the gun safe.

6. Misfire Immediate Action Drills:

Should the charge fail to fire the following procedure will be carried out:

- i. Wait one minute then clear the vent, re-spike, and replace the fuse.
- ii. Attempt to fire again.
- iii. If the charge still fails to fire signal a misfire to other participants by placing the ramrod and worm across the barrel of the gun.
- iv. Warn any other units in the vicinity to keep clear. The misfire signal is the ramrod and worm crossed in front of the barrel.
- v. The gun commander shall then wait for a period of two minutes to allow for possible burn through. During this time members must not be allowed to pass in front of the muzzle of the gun.
- vi. Water shall then be poured through the vent sufficient to completely soak the cartridge, and then down the barrel to ensure the cartridge is thoroughly soaked.
- vii. The gun commander, wearing gauntlets, shall then worm out the barrel, which should be thoroughly cleaned before the gun is reloaded.

If any member of the gun crew should spot a problem they must immediately shout "Cease Fire" and report the problem to their Gun Commander.

7. Edged Weapons: All edged weapons used at NA events must be maintained in a clean and safe condition. Points and edges should be blunted and all burrs removed. Military Commanders/Safety Officers are to inspect such weapons before their use at NA events. Edged weapons must be secured in a sheath or scabbard suitable for the weapon in question when not in use. Bayonets, Swords and Sabres may only be drawn by those accredited to do so.

8. Hand to Hand Combat Artillery to Infantry is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants.

9. Hand to Hand combat Artillery to Cavalry is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants. Unit Military Commanders should ensure that their members are familiar with horses, as confidence on the field will minimise the risk of injuries sustained from horses.

10. Hand to Hand Combat Artillery to Infantry is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants. Unit Military Commanders should ensure that all the members of their unit understand the system that shows whether a gun is loaded, suffering a hangfire etc., and be aware of the safety distances of firearms.

11. Rocket Artillery Safety:

- a. The Commander must never leave the Launcher in the charge of untrained personnel.

All members of a Launcher crew must hold an explosives licence. No Launcher crew or individual member may be issued with or left in charge of an amount of powder or equivalent pyrotechnic rocket munitions in excess of that allowed by their own explosives licence.

- b. Safety Distances: A Launcher may not be discharged if a unit or otherwise is between 150 metres and 200 metres in the frontal launch cone of the launcher. The conical launch zone is a 45° cone centred on the Launcher centre azimuth at an elevation of 50° and extending 200 metres in front of the launch tube. The launch height of 2.5 metres gives a safe zone for troops out to 150 metres beneath the Launcher safety zone, unless the ground slopes up from the Launcher position.

The correct firing distance should be regularly demonstrated.

- c. Pyrotechnic Rockets and Fuses: Nothing other than an approved commercially manufactured pyrotechnic rockets are to loaded into the Launcher firing tube. Only approved fuses may be used to prime the rockets. Loose powder is never to be used for priming.

- d. Launcher Firing Positions: Launchers are only to be positioned on pre determined Launcher platforms. Once in location the Launcher is to be set to the correct firing azimuth and a launch elevation of 45° as determined by the Elevation Gage, Light Trough Rocket Launcher.

The ground spikes are then to be set and the elevation confirmed as correct. The Rocket is then to be placed into the trough with the stick uppermost such that the rocket has an additional elevation of 5°. If subsequent to positioning the Launcher is moved in any way the azimuth and elevation are to be checked before firing continues. If rocket launchers are to move position during the action they may only be moved to predetermined rocket platforms. Fire may not be given until all combatant commanders have been informed of the change of safety trace.

- e. Crowd Safety: Rocket launchers are not to be fired directly at the public. Rocket launchers are not be fired if the safe launch template intersects any part of the arena fence. Care should be taken that the remnants of fuses or rocket sticks do not fall into the crowd.

- f. Battlefield Safety: The rocket safety trace is to be clearly indicated to all combatant commanders before the action commences. Rocket volleys are only to be fired at the appointed point of the action or on the direct instruction of the Allied Commander.

- g. Approved safe loading and firing procedure:

The orders shall be given in accordance with the drill of the Board of the Ordinance and in English. The following sequence must always be carried out:

- i. On the order to load, number 3 shall Sponge the Launcher trough and to ensure that there are no combustible particles. Number 3 shall insert the pyrotechnic rocket into the Launcher with the stick uppermost and locate the end of the stick into the base plate attachment captive restraint. The crew having removed all equipment shall take position outside and behind the Launcher legs.
- ii. Number 1 shall confirm that the Launcher is at the correct azimuth and elevation and that the safety template is clear. Then give the order

“attention” as a warning before giving the order to fire. Only the Launcher Commander may give the order to fire the rocket.

- iii. When the Launcher Commander orders ‘Fire’, the number 2 shall ignite the fuse with a portfire or slow match. The Launcher should then be checked and cleared of any debris before reloading commences.

If the Launcher Commander intends to continue firing the procedure shall be repeated from as above.

If the Launcher Commander intends to cease fire, then rockets should be removed from the Launcher and placed into safe storage before the Launcher Commander declares the Launcher safe.

No rockets shall be fired at an event when the wind speed is thought to be dangerous. The effects of crosswinds and gusts will be taken into consideration and if necessary a 'test' rocket will be fired prior to the battle to determine the risk of danger. Should weather conditions deteriorate immediately prior or during a battle then the Safety Officer, Event Officer, Artillery Co-ordinator or Unit commander can give a 'cease and desist' order at any time. If this order is ignored then disciplinary action will follow.

12. Misfires Immediate Actions Drill:

Should the rocket charge fail to ignite the following procedure will be carried out:

- i. Wait one minute then on the order from Number 1, Number 2 shall attempt to ignite the fuse again. If the rocket still fails to ignite, fit the pyrotechnic rocket diffuser over the end of the Launcher trough and signal a misfire to other participants by placing the pennant in the Launcher trough such that it protrudes clearly from the end.
- ii. Warn any other units in the vicinity to keep clear.
- iii. The Launcher Commander shall then wait for a period of two minutes to allow for possible burn through. During this time members must not be allowed to pass within 3 metres of the front or rear of the Launcher.
- iv. Water shall then be poured down the Launcher sufficient to completely soak the rocket. The Launcher Commander wearing gauntlets and taking care not to stand in front of the Launcher shall then remove the pyrotechnic rocket from the launch tube placing it in water such that it is fully submerged. The Launcher should be completely cleaned before it is reloaded.

If any member of the Launcher crew should spot a problem they should immediately shout “Cease Fire”, and report the problem to their Launcher Commander.

EXAMPLE ACCREDITATION TEST FOR ARTILLERY PARTICIPANTS

Introduction:

Unit Military Commanders and Unit Safety Officers are to ensure that all their members who wish to take part in battle re-enactment scenarios have passed a Safety Accreditation Test.

The accreditation test is to be taken on an annual basis and those details are to be recorded by the relevant unit in written form.

A member must have a Safety Accreditation granted by the Unit of which he is a member of, or by the unit with which he is brigaded with in order to take part in battle re-enactments at NA events and issued with a certificate to show they have completed an accreditation test.

This certificate should detail when and by whom the test was conducted with and be signed by both parties.

The test can be broken into two parts:

Part One:

- i. Produce their NA membership card.
- ii. Demonstrate that they are fully aware of the responsibilities placed upon them by the NA Re-enactment Policy.
- iii. Parade in the applicable uniform and kit for the unit/group they belong too.
- iv. Demonstrate a thorough knowledge and understanding of the drill they will be required to perform and an understanding of the orders they maybe given when taking part in a battle re-enactment.

Part Two:

This is applicable to all members who wish to crew a gun during a battle re-enactment. The member shall:

- i. Show they have passed part one of this test.
- ii. Produce their current Explosives Licence and if appropriate their shotgun or firearms certificate for inspection.
- iii. Demonstrate how the cannon works.
- iv. Explain the purpose and operation of the various items of equipment used with a cannon.
- v. Demonstrate the safe handling and use of cartridges and fuses for use with a cannon.
- vi. Demonstrate the correct procedure for each role involved in crewing a cannon. This will be done in accordance with the appropriate drill as trained too.
- vii. Demonstrate how to deal with a misfire.
- viii. Demonstrate how to clean the gun and stow the equipment away safely.

Notification of Results:

The member is to be shown a written record of the result of their test, indicating where if necessary improvements can be made if necessary.

If the test was successfully passed then a certificate is to be issued, which is to be signed by the member and the Accreditor, detailing their details and the result of the test and the date it was conducted.

EXAMPLE ACCREDITATION TEST FOR ROCKET PARTICIPANTS

Introduction:

Unit Military Commanders and Unit Safety Officers are to ensure that all their members who wish to take part in battle re-enactment scenarios have passed a Safety Accreditation Test.

The accreditation test is to be taken on an annual basis and those details are to be recorded by the relevant unit in written form.

A member must have a Safety Accreditation granted by the Unit of which he is a member of, or by the unit with which he is brigaded with in order to take part in battle re-enactments at NA events and issued with a certificate to show they have completed an accreditation test.

This certificate should detail when and by whom the test was conducted with and be signed by both parties.

The test can be broken into two parts:

Part One:

- i. Produce their NA membership card.
- ii. Demonstrate that they are fully aware of the responsibilities placed upon them by the NA Re-enactment Policy.
- iii. Parade in the applicable uniform and kit for the unit/group they belong too.
- iv. Demonstrate a thorough knowledge and understanding of the drill they will be required to perform and an understanding of the orders they maybe given when taking part in a battle re-enactment.

Part Two:

This is applicable to all members who wish to crew a rocket launcher during a battle re-enactment. The member shall:

- i. Show they have passed Part One of the Test.
- ii. Demonstrate how the Launcher works.
- iii. Explain the purpose and operation of the various items of equipment used with a launcher.
- iv. Demonstrate the safe handling and use of pyrotechnic rockets and fuses.
- v. Demonstrate a complete understanding of all safety procedures and traces.
- vi. Demonstrate the correct procedure for each role involved in crewing a rocket launcher. This will be done in accordance with the appropriate Board of the Ordnance drill in response to an order given in English. The candidate will then repeat the procedure including the words of command without orders.
- vi. Demonstrate knowledge of procedures, and how to deal with misfires.
- vii. Demonstrate how to clean the Launcher and stow the equipment away safely.

Notification of Results:

The member is to be shown a written record of the result of their test, indicating where if necessary improvements can be made if necessary.

If the test was successfully passed then a certificate is to be issued, which is to be signed by the member and the Accreditor, detailing their details and the result of the test and the date it was conducted.

Example Accreditation Certificate:

Artillery Accreditation Test	
Name of Unit:	Date:
Name of member:	Name of Accreditor:
Result of Test: PASS/FAIL *	Notes:
* Delete as appropriate	
Member Sign:	Accreditor Sign:

Example Accrediation Record:

Artillery Accreditation Unit record				
Name of Unit:			List of Accreditors: 1. 2. 3. 4.	
Name of Member	Date Tested	PASS/FAIL	Name of Accreditor	Signed by Accreditor

NA CAVALRY PARTICIPANT GUIDANCE DOCUMENT
FOR
INDIVIDUALS AND UNITS/GROUPS
TAKING PART IN NA EVENTS

Introduction:

This Guidance Document is the standard the NA will check all participants against for the use of horses at any NA event as being competent to take part in any NA activity using those horses as Cavalry.

All Unit Military Commanders and/or Unit Safety Officers and/or Unit Accreditation Officers are to ensure that all their members are fully trained and accredited to take part in any NA activity and that they maintain written records to show that is the case.

They are to ensure that all their members are aware of the safety procedures specific to each event, especially with regard to infantry, artillery, melee and pyrotechnics that maybe used at any NA event.

General Safety Guidelines

1. General: Units/Groups are to drill and manoeuvre in the field in accordance with the drill regulations applicable to them from the period and ensure that all their members are fully conversant in those military manoeuvres before allowing them to take part in a battle re-enactment.

It is advisable that all participants in battle re-enactments are progressively trained before they are allowed to be considered a rider on the field.

2. All Units/Groups and person(s) that are intending to use a horse at NA events are to be fully conversant in this Guidance Document and use it as the standard they train their members too in order for them to take part in NA events as a Cavalry Rider.

3. All Units/Groups and person(s) that are intending to use a firearm at NA events are to be fully conversant in Infantry Participants Guidance Document and use it as the standard they train their members too in order for them to take part in NA events as a firer.

4. Generic Safety:

a. When an accident occurs not of a minor nature e.g. horse down with broken leg or rider down with crushed ribs, then the Officer or NCO commanding the unit involved will designate personnel to dismount and assist and a person to alert the emergency services. The commander will arrange for loose horses to be caught and riderless horses to be led away. Personnel are not to congregate around the injured rider/horse. Other units are to avoid the area and not get involved with the accident procedure. Accidents and incidents are to be reported to the NA Safety Officer when practicable.

b. Local on-call veterinary cover must be arranged for every event regardless of the number of horses there. The NA will endeavour to provide screens, to be used in case of serious injury or death, which will be carried by the NA.

Each Horse provider is responsible for the first aid of their horses and is to ensure they have an equine first aid kit, which they are to maintain to the appropriate standard.

c. Whilst it is obvious that public safety at events must be a paramount concern, riders must remember that they have an enormous potential for causing injury. Horses must never be ridden at a fast pace at the crowd and only at the walk when moving through the crowd. Always observe the barriers and if faced by an obstacle or defile with the public present do not cross if there is likely to be a risk.

d. Whilst in the charge of the horse, that rider is responsible for the security of the horse. This is especially important during rest breaks and when horses are tethered in unit lines. It is recommended that unit arrangements are made for security using the normal chain of command.

e. Contractors and owner riders are responsible for the safety and well being of their own horses. This includes security, which must be carried out in consultation with the Event Site Manager and Sponsors.

f. When horses are paddocked for longer than a few hours the paddock is spoiled by dung. Regiments must clear this dung twice daily, in the early morning and evening. The dung should either be placed in receptacles if these are provided by the Sponsor, or scattered along hedge lines, etc.

5. Weapon Safety:

a. **Edged Weapons:** All edged weapons used must be maintained in a clean and safe condition. Points and edges should be blunted and burrs removed. Commanding Officers are to inspect weapons before any event or re-enactment. Edged weapons must be secured in a sheath or scabbard suitable for the weapon in question. Swords and Sabres may only be drawn on the command of an Officer or NCO. No member of a unit may become involved in a melee unless they have been granted a Combat Safety Accreditation.

b. **Firearms:** When not in use they are to be secured in the appropriate manner and each user is to ensure they have passed the appropriate accreditation test in their use.

6. Hand to Hand Combat Cavalry to Cavalry is only permitted by those person accredited to the appropriate standard to do so. Records and training to be maintained by the relevant Unit/Regiments.

7. Hand to Hand combat Cavalry to Infantry is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants. Unit Military Commanders should ensure that their members are familiar with horses, as confidence on the field will minimise the risk of injuries sustained from horses. Infantry should keep in formation when cavalry are close and muskets must not be lowered below 45 degrees from the vertical. Cavalry are never to ride through infantry.

8. Hand to Hand Combat Cavalry to Artillery is only permitted if it has been Risk Assessed and is part of a pre-planned scenario and that it has been rehearsed to reduce any risk to the participants. Unit Military Commanders should ensure that all the members of their unit understand the system that shows whether a gun is loaded, suffering a hangfire etc., and be aware of the safety distances of cannon. In particular they must be careful when attacking a gun team to ensure that the gun is safe before they do.

9. Use of Horses at NA Events:

Every cavalry unit should train to a standard that:

a. Ensures the safety of the public.

b. Ensures the safety of other participants.

c. Ensures the safety of themselves.

d. Ensures that the horses are properly allocated and ridden to a standard that protects their well being.

e. Produces an historically correct interpretation of the drill and tactics of the day (as reasonably as possible).

f. Good horsemanship is a level of equitation that can only be achieved by study and constant practice and each rider must ensure they maintain that level to ensure they are safe and competent to take part in battle re-enactments as a rider.

g. It is the responsibility of the contractors and the owner riders to ensure that the horses brought to an event are suitable for that event, that they are trained to a standard commensurate with the work to be done and are in a fit condition. The NA Horse Master is to ensure that all horses at an NA event are able to take part in the activity they are required to be used for.

h. It is the responsibility of the unit commander to ensure that the riders in the unit are able to safely handle the horses allocated, to ensure that the horses are not overworked and that they are properly cared for whilst in their charge.

10. Tack: Participants should endeavour to purchase and use tack that is historically correct for the period they are portraying within the limitations of what is safe, humane and available. However it is essential that saddles fit correctly and that horses are not over or under bitted. If in doubt riders should seek the advice of the contractor who should be aware of the horse's limitations. All riders should practice with their tack beforehand.

11. Horse Usage and Care: It is not good practice for one set of horses to be used by more than one group and/or riders at an event. Inevitably the welfare of the horse suffers and the lines of responsibility become blurred. Horses must not be overused at events as this can lead to exhaustion and early signs of disease and even death amongst the horses

- i. Bad planning in the use of horses for the various tasks to be undertaken, in that horses may be allocated for battles and drills consecutively without rest. This problem is exacerbated where battles and drills are programmed too close to each other in time without leaving room for a proper handover or tack change, and for rest. In addition the standard of the show itself will suffer as the cavalry units will not be ready or properly practiced for the show.
- ii. Ideally horses should not be used for more than 4 hours in a day. This time should include:

a period for fitting and adjusting tack.

drills to include familiarisation between the horse and rider and time to move riders between horses as appropriate.

One or two 40 minute maximum battles/shows.
- iii. Between the drills and the battles/shows there should be at least 1 hours rest. These timings can be adjusted (for instance one drill session in the morning and a longer battle or show later). The NA Horse Master is responsible for ensuring that the horses are not overworked and should liaise with the contractor accordingly.
- iv. The maximum use of the horse is dependant upon a number of factors. These include fitness, condition, age, temperature, weather and whether the horses are shod (unshod horses cannot do the same amount or type of work as shod horses). The guidance given above must therefore be modified dependant upon which of these factors apply. The horse contractor/owner rider is the final arbiter of what can or cannot be done within these parameters.
- v. Horses which have been in recent contact with infected animals must not be brought to events; where doubt exists veterinary advice should be obtained.
- vi. Unit Commanders should walk the battlefield or show area to ensure that the ground is suitable for the deployment of horses, and that bad areas, such as holes are marked off or made "off limits".

12. Horse Lines and Grazing:

a. Sufficient space must be allocated by the Sponsor/organiser to allow the horses to properly graze whilst resting. A rule of thumb is to allow 1/6 acre/horse/weekend. If grass is sparse then hay should be provided. Grazing should be cleared of droppings twice daily. Sponsors/Organisers, Unit Commanders and Riders must be aware of what plants and trees are poisonous and grazing containing these must be avoided or cleared of such weeds. Ragwort is a perfect example of a prevalent weed, deadly poisonous to horses but which is allowed to flourish. Grass must not be cut and left on the ground as this can cause colic.

- b. Sufficient space should be allowed between contractor's horse paddocks to ensure that horses are unable to make contact. A double fence is recommended, the distance between to be at least 10 yards.
- c. Hard standing should be provided for the transporting vehicles adjacent to the paddocks. Whilst the contractor is responsible for security in terms of electric fencing, etc, it is incumbent upon the Sponsor/organiser to provide a suitable area.
- d. Water needs to be immediately available, either from troughs or taps. Where hosepipes are required these should be provided by the Sponsor/organiser.
- e. Horse lines in camp should be of such a size to allow the public to visit without danger from restive horses that may kick or bite. The cavalry unit setting up the horse line is responsible for health and safety at the horse line.

13. Public Interaction:

- a. Arrangements must be made to ensure that the public are not put at risk when horses are moved between locations within a showground. It is recommended that dedicated secure horse pathways be put in place, with crossing points controlled by stewards. Where re-enactors are marching to or from the field care should be taken to minimise any risk to the public and to other re-enactors. There should always be a fence between horses and the public whatever they are doing, including that at the edge of the field/show area.
- b. Signs mounted to warn of the electrified fence.
- c. Horse Living History displays are to be organised and managed by those Unit/Groups that are conducting them; following all the relevant guidelines for that activity, notify the NA Events Director and/or the NA Site Manager of the details of that activity and provide a Risk Assessment for it.

EXAMPLE ACCREDITATION TEST FOR CAVALRY PARTICIPANTS

Introduction:

Unit Military Commanders and Unit Safety Officers are to ensure that all their members who wish to take part in battle re-enactment scenarios have passed a Safety Accreditation Test.

The accreditation test is to be taken on an annual basis and those details are to be recorded by the relevant unit in written form.

A member must have a Safety Accreditation granted by the Unit of which he is a member of, or by the unit with which he is brigaded with in order to take part in battle re-enactments at NA events and issued with a certificate to show they have completed an accreditation test.

This certificate should detail when and by whom the test was conducted with and be signed by both parties.

The test can be broken into two parts:

Part One:

- i. Produce their NA membership card.
- ii. Demonstrate that they are fully aware of the responsibilities placed upon them by the NA Re-enactment Policy.
- iii. Parade in the applicable uniform and kit for the unit/group they belong too.
- iv. Demonstrate a thorough knowledge and understanding of the drill they will be required to perform and an understanding of the orders they maybe given when taking part in a battle re-enactment.

Part Two:

This part of the test is applicable to all members of a unit who wish to be a Cavalryman in a battle re-enactment. The member shall:

- i. Show they have passed Part One of the test.
- ii. Mount and dismount without assistance, whilst carrying full kit and weapons.
- iii. Adjust tack to correctly fit the horse and rider, know the correct fit of the saddle and bit.
- iv. Ride safely with main and as appropriate, secondary weapon.
- v. Ride in formation and show ability to understand and obey drill commands.
- vi. Prepare horse/daily horse welfare.
- vii. Rugging and feeding/watering.
- viii. Tether and secure.
- ix. Show control of horse at all times.
- x. Ride horse confidently and with independent seat with reins in one hand at all times.
- xi. Ride figures without stirrups at the walk, trot and canter.
- xii. Use the correct aids for basis movement, walk, trot, canter, turns, circles, leg yield, transitions, half and stand still.
- xiii. Ride in balance up and down hills at all paces.

Notification of Results:

The member is to be shown a written record of the result of their test, indicating where if necessary improvements can be made if necessary.

If the test was successfully passed then a certificate is to be issued, which is to be signed by the member and the Accreditor, detailing their details and the result of the test and the date it was conducted.

Example Accreditation Certificate:

Cavalry Accreditation Test	
Name of Unit:	Date:
Name of member:	Name of Accreditor:
Result of Test: PASS/FAIL *	Notes:
* Delete as appropriate	
Member Sign:	Accreditor Sign:

Example Accrediation Record:

Cavalry Accreditation Unit record				
Name of Unit:			List of Accreditors: 1. 2. 3. 4.	
Name of Member	Date Tested	PASS/FAIL	Name of Accreditor	Signed by Accreditor

GUIDANCE ON THE USE OF PYROTECHNICS AT NA EVENTS

1: Authority to Handle Pyrotechnics:

Pyrotechnic materials may only be handled by authorised personnel in possession of the requisite certificates. No pyrotechnic effects shall be used without the express permission of the Executive Committee and/or the appointed NA Pyrotechnics Officer.

All effects must be stored in a safe place in accordance with the regulations covering their use.

2: Pyrotechnic Effects Approved for Use

No pyrotechnic effect shall be used unless it has been tested prior to use at an NA event or, in the case of commercially obtained devices, adequate information about possible hazards and safe distances have been obtained from the supplier for their use.

3: Safety:

Hazards:

Pyrotechnic effects are potentially dangerous. The following hazards exist with some or all devices:

1. Loss of life and/or serious injury from misuse.
2. Skin damage by fire, heat and explosion.
3. Hearing damage by sound and compression from blasts.

Handling Pyrotechnic Material:

All pyrotechnic materials should be handled with due care.

Pyrotechnics and igniters/fuses/matches should never be carried in the same container and never in pockets.

Never smoke or allow smoking to place in and around and/or whilst handling pyrotechnics.

Be aware that the behaviour of pyrotechnics in the open and in confined spaces can be dramatically different and account for that when setting up pyrotechnic effects.

If the NA Pyrotechnics Officer cannot be sure of the effect of the pyrotechnic then it is not to be used.

Use of Secondary Material:

Secondary material, e.g. fullers earth, commercial talc, may only be used after tests and the approval of the Executive Committee and/or NA Pyrotechnic Officer.

Marking of Pyrotechnic Effects:

Pyrotechnics should be graded and marked according to the safety risks identified. The following system of coloured markers placed near each device shall be used:

1. Smoke - low risk - yellow marker.
2. Blast - low/medium risk - yellow marker with red stripe in centre.
3. Blast - Flame - medium risk - red marker with yellow stripe in the centre.
4. Large effect - medium/high risk - red marker.

Safety Distances:

For safety reasons no pyrotechnic effect should be fired less than 25 metres away from the public.

The NA Pyrotechnic Officer should ensure safe distances are observed and warn participants about special hazards. If the Pyrotechnics Officer cannot be sure of the safety distance of the pyrotechnic then it is not to be used.

Care after Pyrotechnic Effects are installed:

Once installed, all pyrotechnic effects must be under guard at all times to keep the public and other re-enactors away from them.

Pyrotechnic Effects must be kept dry and away from heat once installed. Some form of plastic covering may be required in damp weather.

Firing of Pyrotechnic Effects:

No Pyrotechnic effect shall be fired unless it is in the direct sight of the person firing it.

Relayed commands to fire, given to a firer who cannot see the device, are not permitted.

The NA Pyrotechnics Officer concerned in the firing of the pyrotechnic is to have the absolute discretion as to whether or not the effect should be fired.

Ignition of Pyrotechnic Effects:

All effects will be fired using an approved electric ignition system.

Care must be taken that the area around blast effects is cleared to avoid flying debris and hazardous materials, e.g. stones.

Special attention must be paid to the danger of secondary fires especially if used in windy conditions.

Electric ignition boxes must only be connected at the time of firing unless they have a secure interlock to prevent accidental firing. Loose ends of wires should be shorted until connected. Wherever possible electric wiring should be buried to prevent damage or secured by stakes e.g. tent pegs, at each end.

Clearance of Pyrotechnic Effects:

After use all used devices and wiring should be removed and disposed of safely.

Any device that fails to fire should be handled only by authorised personnel and disposed in a safe manner.

Beware of the long term effects of heat on some special effects; all devices should be treated with care.

Notifying Participants of the Position of Pyrotechnic Effects:

The NA Pyrotechnics Officer shall attend all event briefings and advise the Brigade Commanders and relevant Officers of the Company concerned in the battle re-enactment of the location and type of special effects it is intended to use in that battle re-enactment.

Those relevant Officers of the Company are to ensure that the details given by the NA Pyrotechnic Officer at any briefing is passed onto the individuals members under their command for that battle re-enactment.

4. Accreditation:

Only those persons accredited by the NA Executive Committee through the nominated Pyrotechnics Officer and signed to being Competent may act as NA Pyrotechnic user for the NA.

The Napoleonic Association Competence*/Third Party Competence* and Registration Form

* Delete as necessary

Unit/Group			Event	
Adult Members over 18 of the above named Unit/Group who will be taking part in the Battle Re-enactment this event				
Name	Name	Name		

Children and Young Persons who will be taking part in the Battle Re-enactment during this event				
Name of Child/Young Person	Signature or Parent/Guardian or Carer	Printed Name of Parent/Guardian or Carer	Date	Capacity in which the Child/Young Person is to act (eg. Firer, bandsman, follower etc.)

I certify that the above named Unit/Group has Public Liability Insurance for the sum of £ .000,000 and have attached a copy of the Unit Group Insurance Policy.

That the above named adults, children and young persons:

- Have read and understand the NA Safety Code (page 2)
- Have read and understood any attached safety rules
- Agree to be bound by them
- Are aware of and accept that re-enactment carries inherent risks of danger to health and possible death
- Are practised and competent in the use of weapons that they will be using

Signature of Unit/Group Point of Contact		Printed name of Unit/Group Point of Contact	
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Please return this form to the NA Site Manager as detailed

The Napoleonic Association Ltd Generic Health and Safety Code

IT SHALL BE THE RESPONSIBILITY OF EACH PARTICIPANT AT AN NA EVENT TO ENSURE SO FAR AS IS REASONABLY PRACTICABLE, THE HEALTH, SAFETY AND WELFARE OF THEMSELVES, FELLOW PARTICIPANTS AND THE GENERAL PUBLIC THROUGHOUT THE EVENT.

ALL PARTICIPANTS SHOULD BE AWARE THERE IS A RISK OF BODILY INJURY OR DEATH INVOLVED IN ALL PARTS OF RE-ENACTMENT AND BY ENTERING THOSE ACTIVITIES THEY ACCEPT THIS RISK

Participation

All re-enactors taking part must be a member of the NA or an invited guest or belong to an invited Unit/Group. Any Unit/Group attending must provide a copy of their insurance policy to the NA

It is the responsibility of each person taking part in the event to ensure they are well practised, safe and competent in the use of all the equipment they will be using and accredited to do so.

Individuals must not participate in the event whilst under the influence of alcohol or any other substances that will effect their safe judgement.

Persons with relevant medical condition(s) shall notify the NA prior to taking part.

All participants must ensure they comply fully with all verbal or written instruction given by any NA Company Officers.

Protection

All participants who take part in the battle re-enactment are advised to wear appropriate hearing protection to ensure their safety.

Each participant is fully responsible for their own safety and those around them when participating in an NA event.

Weapons

All weapons for use in battle re-enactments or displays during an event must be in a fit

working condition, fit for use and free from burrs or cracks.

Individual participants are responsible for the condition of their weaponry and display weapons.

All Unit/Group Military Commanders shall be responsible for conducting a safety check of all their members' weapons every morning prior to their Unit/Group taking part in any event activity.

The only persons to be in possession of a firearm, whether a section 1 or 2 firearm are those person lawfully entitled to be in possession of them.

Any participant found to be in unlawful possession of a firearm and those persons knowingly allowing the unlawful possession of a firearm by a participant at an NA event will be reported to the Police, removed from the site and will be barred from attending future events and have their membership of the NA immediately terminated.

Black powder will only be issued to those persons entitled to receive it, who will be responsible for it whilst in their possession. No black powder is to be brought to events, unless expressly asked to do so in writing by the NA. All black powder is to be returned at the end of each battle re-enactment as detailed on each day, failure to do so will result in that person(s) being removed from the event and being barred from attending future NA events and have their membership of the NA immediately terminated.

No pyrotechnic may be used or placed without the permission of the NA Pyrotechnics Officer, who is responsible for all pyrotechnics effects at NA events.

Bayonets/swords maybe affixed by opposing infantry bodies during a battle re-enactment, but never to opposing cavalry such as when infantry are in square during a battle re-enactment.

Infantry may march with bayonets/swords fixed when not in a battle re-enactment as

part of their marching drill and weapon training.

No sword may be drawn by those persons carrying them, unless accredited to do so.

The codes on sword combat must be strictly followed and only used by those persons accredited to do so by the NA.

The shaft of Pole Arms (Sergeants Pikes) must be held in both hands and mustn't be slid through the leading hand when the participant is undertaking activity other than that laid down in the Drill Manual for the period. Never must the pike ever be pointed directly in close proximity to another participant.

CHILDREN AND YOUNG PERSONS UNDER THE AGE OF 18

All children under the age of 14 will not be allowed on the area designated for battle re-enactment.

All 14-18 years olds participating in a battle re-enactment must do so under the direction of their parent/guardian or carer. Parents/Guardians or carers of Children or Young Person must be fully aware of the type of re-enactment carried out by the Association and fully accept the safety risks and subsequent implications of allowing their children to part in a battle re-enactment.

All Children and Young Persons must be accompanied by their Parent/Guardian or carer at all times, who will accept full responsibility for their safety, care and behaviour for the duration of the event. This includes supervision throughout the day and night, lack of supervision will not be tolerated.

Those Young persons who have a relevant firearms licence to be in possession of a firearm may take part in the battle re-enactment, providing they are capable of being able to use the weapon safely and be accredited in the use of them and remain under the care of their Parent/Guardian or carer at all times.

The NA Committee reserve the right to refuse any person under the age of 18 from taking part in a battle re-enactment.

FIRST AID

The NA site manager will ensure that first aid facilities are available relevant to the needs of the number participating in the event.

In the event of first aid being required by a participant, they should be assisted as necessary, with all safety precautions being followed that are necessary at the time.

INCIDENT LOG

An incident log is maintained and updated by the Company Safety Officer. Any incidents which result in injury or risk of injury are to be reported to the Company Safety Officer or his nominated representative at the event immediately who shall record and investigate any incident.

FIRE PROCEDURES

Participants must ensure that they do not do anything which may create the possibility of the outbreak of fire. In all instances the safety procedures issued by the Company Safety Officer are to be followed, but in the event of a fire the following actions must be done:

1. Raise the alarm.
2. Clear the immediate area.
3. Arrange for emergency services to be called to the location.
4. If appropriate tackle the fire.
5. Do not put yourself at risk.

PLEASE NOTE: THE NAPOLEONIC ASSOCIATION LTD AND THEIR APPOINTED COMPANY OFFICERS WILL HAVE THE AUTHORITY TO MAKE ANY FINAL DECISIONS ON THE ENFORCEMENT OF ALL MATTERS AT THEIR DISCRETION. THE ON SITE SAFETY OFFICERS WILL BE MADE KNOWN TO THE PARTICIPANTS AT THE EVENT.

