

# Fire information and risk assessment

## Contents

Fire safety Management .....	2
Emergency services arrival liaison and movement on site .....	2
COSHH Items .....	2
Equipment.....	3
Fire Risk Assessment .....	3
Electrical Safety .....	4
Gas Safety .....	4
Fire Fighting Equipment.....	4
Hazardous Substances COSHH .....	4
Fire Risk Assessment .....	5
Hazards.....	5
Means of Raising the Alarm .....	6
Fire Risk Assessment .....	7
Site map for fire equipment locations .....	10
Evacuation Plan / emergency routes .....	11
Site map of evacuation points / emergency routes.....	11
Emergency exits .....	12
Emergency services routes. ....	12

## **Fire safety Management**

The following outline is the Fire and Evacuation plan.

If possible, small fires will be contained using fire extinguishers. However, evacuation should be the priority.

The following areas have been looked at:

- The relevant amount of extinguishers by type will be placed throughout the event location.
- All fire point locations and fire exit points will be identified and marked onto the detailed plans.
- Event staff will be trained in the use of fire fighting equipment.
- All event staff will be briefed on procedures in the event of an evacuation of the site.
- Security will act as guides for the customers to move them to ERP.
- Routes have been identified for the emergency services to enter the site and move into a position to fight the fire this is also on the detailed plans.
- All hazardous substances, COSHH items and gas bottles will be located in the catering area as detailed on the site specific maps.
- A No Smoking Policy has been implemented within the structures on site.
- A copy of the detailed event area is to be kept in Event Control and will be handed to the fire officer on their arrival.
- A member of the event control will be made available to act as a guide and liaison with the emergency services.
- An induction programme to include information, instruction and training on all elements of the fire plan will be conducted pre-event.

## **Emergency services arrival liaison and movement on site**

Event Control and Security Manager are to then establish a position near the emergency services entrance point (as per site plan) so as to liaise with the emergency services on their arrival and brief them on the incident and answer any questions they may have. They are to hand over a copy of site area. The Fire Services will only be dispatched once a fire onsite has been confirmed.

## **COSHH Items**

All hazardous substances will be identified and a risk assessment prepared. Continual onsite inspections will be undertaken on the day of the event. All storage locations of hazardous materials will be marked onto detailed plans and procedures have put into place for their control, access and use.

## **Equipment**

The relevant amount of extinguishers by type has been placed throughout the event site. All fire fighting equipment locations will be checked routinely throughout the day to ensure that they are in place.

All generators will be cordoned off with no access to customers / public and fire fighting equipment will be located by each one.

## **Fire Risk Assessment**

The risk assessment is specifically designed to assess the possible risks from and control measures for fire for the following:

- Workers employed in the construction of the event
- Workers employed during the event
- Visitors to the site (council officials, police etc.)
- Customers

Security will be responsible for ensuring that on-going assessment is undertaken. Any new hazards or significant findings - especially those which increase either the severity or the probability rating of an identified hazard - are to be reported to Event Control.

## **Electrical Safety**

All electrical works and/or installations the event sites must be carried out by competent persons and in accordance with current guidelines and legislation. Contractors should note that petrol generators should not be brought onto the site. Where power is required, arrangements should be made through Production to verify the availability of power on site for use.

The electrical installation on site should be signed off by a competent person prior to commencement of the event.

## **Gas Safety**

We require that all installations using gas are suitably checked for safety and have a current certificate. This will apply to catering units, any LPG generators, and temporary kitchens. Copies of all such certification are to be made available to the local authority officers on request.

Gas cylinders in use will be secured onto suitable trolleys or supports.

Cylinders will only be stored in the designated areas and in accordance with recognised Codes of Practice. All cylinders in storage will be clearly marked to indicate their contents and whether empty or full.

## **Fire Fighting Equipment**

Contractors must ensure that they or their employees do not misuse or interfere with firefighting equipment.

Prior permission must be sought from the Event Safety Manager should it be found necessary to move any firefighting equipment.

## **Hazardous Substances COSHH**

Prior, written permission should be sought from the Event Safety Manager before any hazardous chemicals or substances, however small in quantity, are brought onto the site. When applying for permission, all data relating to such must be provided. Suitable arrangements for storage, emergency procedures and first aid requirements must also be agreed in advance.

## Fire Risk Assessment

The risk assessment is specifically designed to assess the possible risks from and control measures for fire for the following:

- Workers employed in the construction of the event
- Workers employed during the event
- Visitors to the site
- Customers

Event Safety Manager will be responsible for ensuring that an on-going assessment is undertaken by staff and contractors during their time on site. Any new hazards or significant findings - especially those which increase either the severity or the probability rating of an identified hazard - are to be reported to Event Control. A Fire register sheet will be completed for each event as proof that staff has been briefed and are aware of procedures.

All fires must be reported to Event Control even where they are considered to be extinguished.

## Hazards

Fire resulting from electrical installation:

- a) All electrical installations must comply with BS 7909 (Temporary Installations Standard).
- b) All generators and distribution to be fitted with overload trips.
- c) All portable electrical installations to be PAT tested.
- d) Appropriate fire extinguishers are located adjacent to any generating equipment.
- e) No combustible material to be sited near light/heat sources.

Fire from Catering Units

- a) All LPG must be stored in suitable cages.
- b) No more than 3x LPG cylinders to be stored at the rear of catering units.
- c) LPG is only authorised for use in catering area.
- d) No smoking near LPG storage area – smoking only permitted in “Smoking Zones”
- e) Location of all LPG is notified to Event Control by Contractors.

Combustion of Accumulated Litter

- a) Event staff to monitor.
- b) No smoking zones established within pop-up tents/gazebos

## Malicious Fire Setting

- a) Regular security patrols to be established around skips to prevent any attention by arsonists.
- b) Waste management contractor employed to prevent build-up of waste.

## Means of Raising the Alarm

Owing to the nature of the site, there will be no Automated Fire Alarm system fitted. Fire warning will instead be achieved through the vigilance of identified and briefed staff, reporting to Event Control.

- If a fire is found, the member of staff concerned will assess the situation and if they can extinguish the fire then they will do. They will contact the Event Control via the radio system to inform them of their actions and to advise if any further actions are necessary.
- Event Control will assess the situation; if it needs additional staff then they will send staff to support. If it cannot be extinguished they will call the Fire Brigade giving the location of the incident and the reporting point.
- Event Control will then initiate the Contingency Planning as outlined in the event management plan

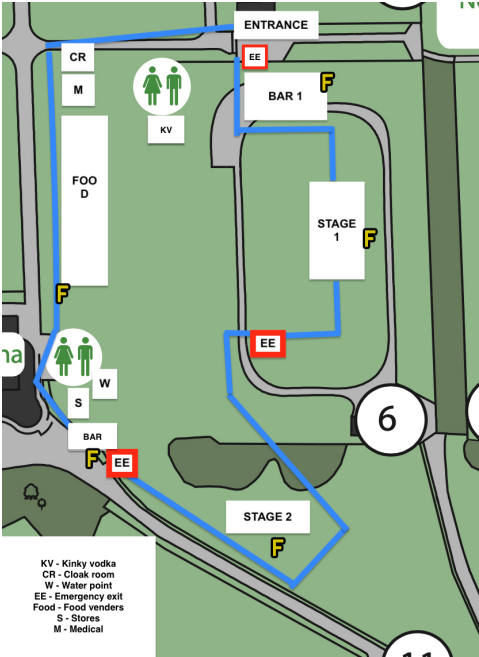
<b>Fire Risk Assessment</b>		<b>Assessment date 20<sup>th</sup> December 2022</b>	
<b>Touchbase 2023</b>			
<b>Assessed by:</b> Andrew Collins		<b>1<sup>st</sup> Assessment Review</b>	
<b>Position(s):</b> Director		<b>Date:</b>	<b>Initial:</b>
<b>Date:</b> 20 <sup>th</sup> December 2022		<b>2<sup>nd</sup> Assessment Review</b>	
		<b>Date:</b>	<b>Initial:</b>
<b>Policies and Procedures already in place:</b> Event Management Plan			
<b>Remember: The legal requirement is to remove or if not reduce the risk to as low as reasonably practicable</b>			
<b>Hazards</b>	<b>Who might be harmed</b>	<b>What are you already doing to control the risk</b>	<b>Who is Responsible</b>
Sources of Ignition			
Arson – especially at night or in outlying area which maybe undetected until it is established	Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>• Security to prevent unauthorised access</li> <li>• Safety patrols carried out at night by security</li> <li>• Event staff to remain vigilant throughout site occupancy</li> </ul>	Event Safety Manager The Event staff Security Contractors

Electrical - fault condition leading to shorting and sparks	Event Staff Contractors	<ul style="list-style-type: none"> <li>Electrical controls as per main risk assessment</li> </ul>	Event Safety Manager and contractors to monitor
Catering Area	Event Staff Contractors	<ul style="list-style-type: none"> <li>Caterers regularly inspected by Event Safety Manager.</li> <li>Safety cut out to prevent overheating</li> <li>Caterers to provide fire risk assessment if possible</li> <li>Cleaning regime to prevent build up of residue fats in ducts and covers</li> </ul>	Caterers Event Safety Manager and contractors to monitor
Smoking – build up and break down	Event Staff Contractors	<ul style="list-style-type: none"> <li>All Marquee, Gazebo &amp; Tent Structures are non-smoking areas</li> <li>policy</li> </ul>	Event Safety Manager and Event Staff to monitor
Sources of Fuel			
Flammable Substances Oils etc. - catering Diesel – Generators LPG - Catering	Event Staff Contractors	<ul style="list-style-type: none"> <li>All hazardous materials to subject to COSHH assessment.</li> <li>Use of flammable substances to monitored and controlled by Event Safety Manager</li> <li>All LPG to be stored in suitable cages, empty cylinders to be stored separately.</li> <li>Fire fighting equipment to be made available around storage area.</li> <li>No excess LPG/diesel fuel stored onsite</li> </ul>	Event Safety Manager to monitor
Waste – build up/break down	Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>Cleaning regime to clear waste</li> <li>event staff to monitor areas</li> <li>Wheelie bins to be used for waste collection</li> </ul>	Event Safety Manager and Event Staff to monitor
Vegetation in the wooded area, Trees, plants, etc. Dropped cigarettes etc.	Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>Event staff to be vigilante on any dropped waste.</li> </ul>	Security and event staff to monitor



Other			
Persons with disabilities	General Public	<ul style="list-style-type: none"> <li>Establish individuals needs, identify who requires assistance, Incorporate for a personal evacuation plan.</li> <li>Security to be briefed on their role within the personal evacuation plan</li> </ul>	Event Safety Manager to monitor. Security.
Fire Fighting Equipment	Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>Ensure correct type and number of extinguishers are in location</li> </ul>	Event Safety Manager to monitor
Signs and Notices	Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>Ensure correct type and number of signs are in their location, ensure signage is clear and precise</li> <li>Emergency exit signs to be above head height and lit.</li> </ul>	Event Safety Manager to monitor
Emergency Lighting	Event Staff Contractors General Public	<ul style="list-style-type: none"> <li>Festoon lighting will be used in the wooded area leading to the stage.</li> <li>Tower lights will be used in front of the concessions area to flood the area with light.</li> <li>All lighting will be kept on separate circuits to avoid loss of lighting due to fault.</li> </ul>	Event safety manager to check all has been properly installed. Contractor to install
		<ul style="list-style-type: none"> <li></li> </ul>	
		<ul style="list-style-type: none"> <li></li> </ul>	

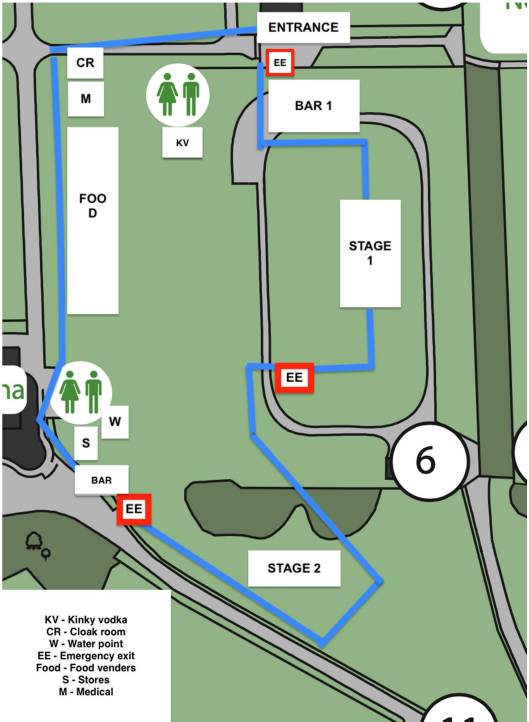
Site map for fire equipment locations



F Fire Fighting equipment

Evacuation Plan / emergency routes

Site map of evacuation points / emergency routes



## **Emergency exits**

The main entrance will be one of the emergency exits. The other three exits will be closed unless an emergency occurs. The three closed emergency exits will be made of herras fencing panels and will be opened by security in the event of an emergency. The exits will be 3.5m wide when opened. Each exit will have an emergency exit only sign positioned above it on a scaffold tube so as it would be visible from a distance, the sign would also need to be lit.

## **Emergency services routes.**

The emergency services would be met at the main entrance to the showground by a member of security and guided to where they are needed. From the main entrance they have excellent access to the festival site.