

# **SUNSET FESTIVAL 2014**

## **EVENT MANUAL**

### **APPENDIX B**

#### **Fire Risk Assessments**

**REVISION 2 5/6/14**

**28th August to 1st  
September**

**East Pidsley Farm  
Pidsley Lane  
Sandford  
EX17 4EW  
OS ref (2181633,105093)**

# Contents

1 INTRODUCTION.....	3
1.1 Introduction.....	3
1.2 Build And Breakdown Phase Fire Safety.....	3
1.3 Temporary Structures.....	4
a) All stage structures (to be confirmed ).....	4
b) Camp-site.....	4
1.4 Catering And Market Traders.....	5
1.5 Outside Contractors.....	6
1.6 Training And Instruction.....	6
1.7 Fire Hazards.....	6
a) Arson.....	6
b) Electrical fires from DJ. Lighting or PA equipment.....	6
c) Generators.....	7
d) Smoking.....	7
e) Cooking.....	8
f) COSHH.....	8
g) Portable heaters.....	8
h) Fire basket/Fire Pit.....	8
i) Pyrotechnics.....	8
j) Housekeeping.....	9
k) Vehicles.....	9
1.8 Persons At Risk.....	10
1.9 Vulnerable Persons.....	10
a) Disabled patrons.....	10
b) Sleeping patrons.....	11
1.10 Means Of Escape.....	11
1.11 Rendezvous Points.....	11
1.12 Stopping fire spreading and developing.....	11
1.13 Emergency lighting.....	11
1.14 Fire Safety Signs And Notices.....	12
1.15 Fire Warnings.....	12
1.16 Fire Fighting Equipment (FFE).....	13
1.17 Site Suitability.....	13
2 RISK ASSESSMENTS.....	16
3 DISCLAIMER.....	18



## 1 INTRODUCTION

Event organiser

## The Sunset Collective

**47 Bernice Close, Lipson, PL4 7HL**

**Event Organiser:** Spence O Shea 07874340377

**Event Manager:** Andrew Cornforth 07403 155759

01548 821849

[corny@indigo-sphere.co.uk](mailto:corny@indigo-sphere.co.uk)

**Site Manager:** Paul Bacon 07710088947

In assessing the fire risks involved in this event and in the formulation of the policies and control measures guidance has been taken from;

- Fire safety risk assessment for open air events
- The event safety guide
- Discussion and advice from DSFRS

Primary legislation;

- **Regulatory Reforms Fire Safety Order (RRFSO) Order 2005.**

## 1.1 Introduction

This document fully establishes and describes in appropriate detail the Fire Safety Plan for Sunset Festival 2014. This document has been produced under advisement from Devon and Somerset Fire and Rescue Service (DSFRS) with advice and guidance from Colin Mills-DSFRS, Graham Rook-DSFRS, Julia Aylott (Fire Protection Officer-DSFRS), and forms part of the Event Management Plan (EMP).

## 1.2 Build And Breakdown Phase Fire Safety

Employees and outside contractors shall follow approved codes of practice and work in a manner that does not present a risk to themselves or others.

The event management team shall make available adequate resources to provide FFE during the build and break down phases, in line with best practice guidelines from HSE and Fire Services, and under our Duty of Care.

There are no hot works planned to be on site. In the unlikely event of hot works such as welding having to occur on site in the interests of upholding safety (for example to make repairs to a vehicle blocking an exit when there is no other safe course of action to remove said vehicle) then a special meeting will be called where the situation is discussed by the Fire Marshal, Management, H&S, and a plan of action

will be formulated -in brief- on paper, risk assessed, and any works carried out as a final resort will be approved subject to assurances given in the interests of safeguarding public safety, ability to conduct works, personnel qualifications and any other considerations deemed to be necessary in light of current events as they pertain to the current situation in hand or are observed to be required as and when they become known, or according to any situational constraints, special or unforeseen circumstances.

### **1.3 Temporary Structures**

Any temporary structures due to be installed on-site by any contract hire companies who shall provide;

- Fire risk assessments.
- Fire fighting equipment fit for purpose.
- Method statements.
- Technical specifications including any and all relevant safety certificates, operational manuals etc.
- Any and all specific PPE required during construction or, breakdown (including but not limited to; helmets, high visibility clothing, protective clothing/footwear, goggles, ear defenders etc) of their equipment.
- Competent personnel, sufficiently trained to a satisfactorily competent level in line with H&S regs – PUWER, LOLER, HSWPA, WAH regs etc.

#### **a) All stage structures (to be confirmed )**

#### **b) Camp-site**

Sunset festival takes place over five days, with the first day treated as a soft opening. We describe this practice as a 'soft opening' as it allows our guests to arrive in a gentle fashion over a longer period of time. This is advantageous for many reasons;

- It completely negates the problem of traffic queuing at an entrance to an event awaiting the 'grand opening' which could cause problems concerning access to roads by normal users of roads around the event. Eliminating potential stationary queues of traffic reduces the risk of hazards developing common to these situations.
- It minimises the excess traffic flow on route to, and around the event to as low impact as possible – 1200 guests arriving at the same time would be a potential risk in terms of event management.
- It allows a methodical approach to situating guests as they arrive, and ensures a calm and smooth entrance to the site with minimal delay at the Main Gate.
- It allows for appropriate pitch allocation by the stewards based as much as possible on the requirements of each guest – that is to say that if an elderly guest requests to be given a pitch nearer to the lavatory facilities, this can be



catered for – of key note here is that the same will be true for more vulnerable guests, whereby ease of safe evacuation might be a priority in some cases and 'pitch allocation stewards' will need to be mindful of this during the camp-site set up period, and throughout the festival.

All camping shall be in one main area and shall be treated as high hazard. To this end the following precautions will be taken in the camp-site area;

- FFE provision in this area will be increased to reduce the risk.
- The layout will of the camp site will be methodical and ordered to reduce confusion in the event of an incident.
- Under advisement from DSFRS, and best practice guidelines for camp-site operators, tents will be spaced at 6m intervals, that is to say a perimeter extending 3m from the outer edge of each tent MUST be granted, so as to allow a 6m gap between tents.
- Fire breaks shall be arranged to provide adequate means of escape throughout the camp-site (please see camping area plan).

Event control and the box office shall be secure caravans located at the main entrance. Both structures are hired and come with their own safety information, relevant FFE etc.

#### **1.4 Catering And Market Traders**

To be considered compliant within the provisions of the Management Plan, all catering outlets and market stalls are required to provide;

- Fire risk assessments
- Method statements
- Technical specifications
- Sufficient FFE relevant or required for each particular business
- Competent personnel
- A current insurance policy

All catering outlets and market stalls are to be subject to pre-opening and twice daily check from the fire safety officer.

Any décor, drapes, curtains, cushions, pictures, or otherwise hangable items as made from textiles, papers or other potentially flammable items intended to be hung, draped or otherwise displayed in, around, or on, any traders pitch, or other structures, walkways or as stand alone objects MUST be cleared for display by the site safety officer, after treatment or confirmation of fire retardant treatment having been applied to the item/s.

#### **1.5 Outside Contractors**

All outside contractors are advised of site safety rules and where applicable shall be asked to provide evidence of competency.

All visitors to the site including contractors or persons in employ within the general parameters of the event, must at all times adhere to the safety rules for the event, as described in the EMP, and all persons on site during the build/breakdown phase, as well as the event proper (including contractors, or visitors to the site such as delivery drivers, transport services -taxis and couriers- or emergency services personnel) will be considered part of Sunset Festival 2014 upon entering the site, and as such are advised to follow any instructions given by stewards, marshals, management or security (including strict adherence to the site safety plans) in the interests of safeguarding people and property from harm.

## **1.6 Training And Instruction**

Staff, artists and volunteers shall be made aware of the site safety rules and given instruction on fire safety awareness and use of FFE at induction.

Any relevant certification presented by an employee in support of their aptitude in key areas such as H&S, Fire safety, First aid etc will be considered in assigning positions of increased responsibility, and photocopies made of these, and kept for our records.

## **1.7 Fire Hazards**

These are the significant risks associated with the event at this stage of development. Any additional risks created by new elements such as catering outlets shall be carefully considered in a separate risk assessment in addition to the stallholders own risk assessment and the information used to create any additional control measures that may be necessary.

### **a) Arson**

Access to the event site is restricted and the site patrolled by security. The build up of combustible material is prevented by scheduled refuse collections and litter picking teams. The location for the 40 cubic yard skip is in an area of the event closed to the public and off limits to festival goers, in an open area whereby any accidental fire would not pose a risk of igniting other structures. Security shall be alert for any malicious elements among patrons although due to the nature of the event and the demographic attracted to the event this is not considered likely.

### **b) Electrical fires from DJ. Lighting or PA equipment**

All electrical equipment on site shall be subject to a Portable Appliance Test if the item does not already bear a current test certificate. Any test will be conducted by qualified personnel, in line with any relevant safety statutes nominally imposed on such works.

All companies hiring equipment to the event shall be required to provide current risk assessments/method statements and PAT certification. Equipment being used at the event must be installed by and operated by trained personnel and appropriately used in line with 'Provision and Use of Work Equipment Regulations' (PUWER), and any and all other relevant safety legislation as they pertain to the HSWPA 1974.

A dedicated fire point shall be installed adjacent to each performance area and the public address amplifiers where the bulk of electrical equipment is situated. This will



be in addition to any FFE installed for the structure. All FFE will be certified fit for use, and be of a suitable type to address the potential hazards as they relate to each situation – i.e. dry powder extinguishers for electrical or fuel fires. Appropriate signage and safety information will be clearly displayed around and on any safety equipment.

Provision will be made for staff, crew, volunteers and artists may recharge mobile phones and other personal electrical items at event control.

### **c) Generators**

A contract hire company will provide the generators for the event and shall also provide competent personnel to ensure safe installation, maintenance and refuelling.

The hire company shall provide;

- Fire risk assessments
- Method statements
- Technical specifications
- Competent personnel

The generators shall be situated within a compound to which the public shall have no access.

A dedicated fire point shall be installed adjacent to each location where electrical generator equipment is situated. This will be in addition to any FFE installed for the structure it relates to. All FFE will be certified fit for use, and be of a suitable type to address the potential hazards as they relate to each situation – i.e. dry powder extinguishers for electrical or fuel fires. Appropriate signage and safety information will be clearly displayed around and on any safety equipment.

Fuel storage shall be in a purpose made compound to which the public have no access. A dedicated fire point and fire safety notices shall be installed at each fuel storage site.

Fuel will be stored in METAL jerry cans in under advice from Graham Rook (DSFRS), and in a locked and monitored suitable safe place. The fuel store will be subject to a record of how much fuel is stored inside and of what type. This will inform the Fire Service of the risks they can expect, and assist in deciding which course of action to take, in the unlikely event of an incident occurring.

### **d) Smoking**

Smoking shall not be permitted in any structure in line with current Government legislation. Attendees of the event, including crew or personnel involved with running the event are invited to smoke outside in the provided areas, whereby safe disposal of hot waste (cigarette butts, spent matches etc) will be provided for in the form of sand filled buckets/vessels. The sand in the buckets will be made moist prior to being deployed for use, to further reduce the likelihood of a fire risk developing. These will be emptied if they look to be full.

Receptacles for tobacco waste shall be positioned outside the structures on site and the no smoking indoors policy enforced signage, stewards, and security.

#### **e) Cooking**

Cooking will be permitted in the camping area with camping stoves. A safe cooking area will be provided. No unauthorised fires will be permitted at the event. This policy will be enforced by stewards and security.

Fire points will be located at regular intervals throughout the camp-site and cooking areas. All FFE will be certified fit for use, and be of a suitable type to address the potential hazards as they relate to each situation – i.e. dry powder extinguishers for electrical or fuel fires. Appropriate signage and safety information will be clearly displayed around and on any safety equipment.

A clear and simple 'what to do if you see a fire...' poster will advise people of the procedure to report a fire on site. These will be displayed in key locations around the entrance to the event and the camp-site, so visitors can familiarise themselves with the basic safety rules ASAP once entering the site. A similar sign will be displayed near the main fire pit, where the Fire Marshal Station is located.

#### **f) COSHH**

The use of harmful or hazardous chemicals will be avoided as far as is reasonably practicable.

There shall be provision for a dedicated storage area for hazardous chemicals and risk assessments carried out for each substance.

Incidences of hazardous chemicals being used will be recorded in the COSHH store log book, where the time and date, chemical and use, and other data such as volumes in and out will be recorded.

All data sheets shall be kept at event control.

#### **g) Portable heaters**

There are currently no plans to use portable heaters or space heaters at the event.

#### **h) Fire basket/Fire Pit**

The fire basket shall be managed by a fire marshal with a dedicated fire point at hand.

#### **i) Pyrotechnics**

There are currently no plans to use fireworks or pyrotechnics at any point in the event. Fireworks including 'Chinese Lanterns' constitute an extremely high level of danger in terms of management of risk and as such are items banned from the site. Security will confiscate any and all fireworks, bangers or other explosive or loud concussive items.



## j) Housekeeping

To prevent the build up of fuel sources there shall be scheduled clearances of refuse from the event arena to a 40 cubic yard waste container.

A dedicated fire point shall be installed adjacent to the waste container.

Dedicated litter picking teams shall also patrol the event arena to ensure a consistently good standard throughout the event.

All dangerous or hazardous waste will be disposed of accordingly in a responsible and appropriate manner. Any unforeseen items discovered whereby an unclear route of disposal will be sought clarification from and disposed of by the appropriate service (for example if digging works uncover an unexploded WW2 bomb or we discover an old barrel of volatile chemicals etc) relevant authorities will be notified.

Logs of waste will be made.

**WE HAVE A ZERO GLASS ON SITE POLICY** - This helps further our management of risk prevention by reducing the potential for accidental fires caused by solar magnification, a known and common factor in many wild fires. As the ground will potentially be very dry, this policy is the most effective manner of controlling this risk.

## k) Vehicles

Patron's vehicles are contained within the two car parks adjacent to the public highway. The car parks shall be managed and patrolled by security at night. 'Live-in' vehicles shall be positioned no closer than 6 meters apart. This 6 meter minimum will be increased by moving vehicles further if the conditions allow to prevent accidental fire risk from one vehicle igniting the next, under advice from DSFRS. Parking will be provided in coloured tiers, and vehicle owners provided a coloured tag corresponding to the correct tier – this is to allow greater efficiency in the event that a vehicle fire breaks out to allow management to locate vehicle owners in an emergency.

Vehicles may be subject to removal (from immediate danger) by tractor/winch in the event that a fire breaks out and vehicles need to be moved. The grassy surface facilitates this readily, and a tractor will remain in the car park field throughout the event on standby to assist with vehicles and any mobility issues they might have – flat tyres/ batteries could lead to a blockage in an potential access route and so must be considered in emergency planning.

Vehicles shall be positioned a minimum 6m distance from hedges and any trees on-site.

Vehicles shall not be parked directly under trees.

Stewards and Security patrolling will be vigilant about fires.

There are to be no fires allowed in the car parking, camping or live in vehicle areas of the event.

Signage will be in place to remind guests of the dangers of vehicle and camp-site fires.

Signage will be in place clearly displaying nearest facilities, including but not limited to the following;

- Toilets
- Emergency point
- Fire point/ FF Equipment/ Marshals office
- First aid
- Exit
- Site office
- Event arena

## **1.8 Persons At Risk**

During the event;

- Members of the public
- Staff
- Volunteers
- Outside contractors
- Visitors

## **1.9 Vulnerable Persons**

- Disabled patrons
- Sleeping patrons
- Tired Employees
- Members of the public
- Children

### **a) Disabled patrons**

The site is well maintained and is free of slip and trip hazards. The event is all at ground level allowing disabled patrons reasonable access to escape routes without the need for ramps or access equipment.

### **b) Sleeping patrons**

Sleeping patrons shall be alerted to the danger of fire via rotary hand bells located at the camping area fire points.

### **Protection measures**

In planning for fire safety the event management team have used Fire risk assessment for open air events and venues as a guide.



### **1.10 Means Of Escape**

All structures shall be spaced widely apart to reduce the spread of fire in the event of an incident taking place.

Structures will be spaced a minimum distance from each other in line with current best practise guidelines.

All temporary structures shall have sufficient exits to provide a means of escape to a place of safety. A detailed floor plan accompanies this document.

Dedicated fire points shall be installed within the structures along escape routes in accordance with FRA open air events and venues guidance.

Emergency lighting shall be installed within the structures by a competent electrician. Adequate signage will be installed denoting exits, emergency points, evacuation (RVP) points etc.

Evacuation procedures are contained within the event management plan.

### **1.11 Rendezvous Points**

Once free from immediate danger security and stewards shall direct patrons to one of two emergency rendezvous points.

RVP 1 is located in the field adjacent to the camping area and main arena, and may be accessed from these areas by following the emergency signs which shall be displayed throughout the event. Please see Site Map for details.

### **1.12 Stopping fire spreading and developing**

To prevent the spread of fire, camping areas shall be designed to incorporate fire breaks and access. 6 meter spacing between tents, regular gaps in the rows of tents and a vigilant monitoring team will work towards reducing to an absolute minimum the likelihood of fire being able to spread in the event of an incident. Prominent signage, visually recognisable and well/regularly positioned fire points and a simple layout will passively assist in the management of risks.

Regular patrols by security personnel, stewards and crew as well as notification of any incidents by event goers will all serve as ways we can monitor the event for fire risk and prevent hazards forming and developing.

### **1.13 Emergency lighting**

Emergency lighting shall be installed within the structures by a competent electrician. This will be compliant to relevant safety standards, and will be supplied with any and all safety certification as they pertain to the relevant safety standards.

### **1.14 Fire Safety Signs And Notices**

Adequate signage and fire safety notices will be installed alongside emergency lighting denoting the exits.

Adequate signage and fire safety notices will be installed on all fire points.

Adequate signage and fire safety notices will be installed on notice boards, manuals or information boards around the site, including those at the main gates.

Adequate signage and fire safety notices will be installed on or around all FFE.

Adequate signage and fire safety notices will be installed on any PPE.

Adequate access to information on fire safety, and other aspects of the safety management side of the event will be available through the site office information point – See map.

All signage will feature at least one pictorial representation of the hazard they warn against – for example the sign designating the uses of the fire point will have the words denoting FIRE POINT and be accompanied by a pictorial representation of the standard fire warning (see below – Figure 1)

Figure 1 – This shows the dual pictographic and written information that the location is a fire point. Attention is drawn to the nature of the the signage which is compliant with H&S (Signs and Signals Regulations 1996), and conforms to ISO (3864) which ensures international compliance – we have an international audience and artists from several countries expected in attendance who we have the same rights to be informed of any hazards as our English speaking guests. All signage across the event is compliant to this standard.



**Fire point**

### 1.15 Fire Warnings

Fire points are to include a rotary hand bell. In the event of a fire being observed, the signage will indicate to ring the alarm – this serves to alert many people to the situation simultaneously, and will allow the fire marshal to react with minimum time delay in actioning the correct fire procedure.

In the event of a fire alarm being heard, or a fire being reported the event will switch to an

The fire marshal shall test each alarm for effective acoustic projection, and generally check/maintain good working order and operational effectiveness each morning of the event and for any preceding days whereupon the land is occupied for the purposes of building

Public address systems shall have a microphone standing by for addressing patrons in the event of a fire.



Full details of the emergency procedures are contained within the event management plan.

### **1.16 Fire Fighting Equipment (FFE)**

A more detailed plan for provision of fire fighting equipment shall be compiled in conjunction with a professional Fire Safety Consultant, during the acquisition stage closer to the event.

### **1.17 Site Suitability**

The rural location of the event is one of the factors in the site being located where it is – as far as possible away from as many homes as possible to minimise the impact on the local community, while still being close enough to amenities and access for emergency services.

We have conducted a detailed analysis of the land, topography and access to and from the site. The details of issues pertaining to bad weather scenarios are detailed in Appendix T – Site Suitability, and contingencies provided.

Consultation with DSFRS highlighted several concerns;

Access. The service were concerned about boggy ground on site. While we have addressed the likelihood of this type of situation occurring, and found it to be highly unlikely (see Appendix T – Site Suitability), the need for planning to deal with a potential situation arising whereby catastrophic flooding on site prevents the Fire Service being able to access a coincidental concurrent major fire scenario has been considered.

This potential hazard has been addressed, with several possible companies able to supply temporary roadways. To date, the companies identified with a suitable ability to supply ES compliant equipment (which can be quickly deployed in the event of flooding or boggy conditions preventing access to an incident) have not confirmed anything more than that they are able to supply equipment. Several different systems exist and our researchers are awaiting confirmation of full spec lists from the most suitable companies.

Further to trying to ascertain the likelihood of our Fire Safety Management Plan proving viable in both its preventative measures and in the event that we do have a fire scenario arise at any time several meetings were undertaken on a face to face level.

Firstly, South-west Water (SWW) were contacted due to the fact we could not ascertain the exact amount of fire hydrant points from either maps available online or on the ground – we figured it was better to confirm the type, bore size and location of these to further understanding of the area immediately around the event.

A meeting with Chris Mulling was scheduled, although had to be rescheduled and was kindly provided for in his absence by colleagues in the head office at Peninsula House EX2 7HR. Timothy R Williams was able to uphold hosting the meeting, which was attended by Duncan Thomas.

This meeting was to view the underground assets maps held by SWW which detail the locations of any major water mains, fire hydrants etc. After a very informative and

comprehensive explanation of the mapping system, we were able to ascertain the locations of these – please see SWW UNDERGROUND ASSETS INFORMATION for the copy of the report- showing the **locations of water mains and hydrants in the locale** as they pertain to our event and emergency planning.

The closest hydrant to the event proper is just on the mid-point of East Pidsley Farms outer boundary, very close to where the stream runs off the land and under the road adjacent to the land (WADDERLY HILL). We could see from the map that this access point would allow the area intended to be used as a camp-site to be readily secured in terms of providing water in case of a major event.

SWW were able to provide a print out of the map itself and a drainage report, copies of which can be found in the accompanying documentation in Appendix T – Site Suitability.

While in the same geographic location for the SWW meeting, we were lucky to be able to meet with DSFRS. While passing the DSFRS Central Command East Group's Middlemoor Station, and somewhat unsure of the appropriateness of knocking on the door without an appointment, it was fortunately a quieter period and we *were* able to meet with several members of the Service.

Julia Aylott (DSFRS Fire Protection Officer) was most gracious in giving up her time to discuss the intended fire lanes, preventative measures we propose, viability of different solutions, effective resources to obtain in terms of FFE and PPE, as well as providing answers on best practice for several theoretical scenarios we could envisage.

We were able to view Fire Service maps to correlate the data from the Underground Assets Map provided by SWW, and confirmed the existence of the stanchion points highlighted on it. We were further able to ascertain the type of points, those being one **150mm (6inch) bore** located approximately 200m – 225m closer to Sandford from the midpoint of the farm, and the point at the middle of the farm was discovered to be **75mm (3inch) bore**, both **confirmed to be accessible** for the Fire Service.

When enquiring as to what specification of temporary road surface to employ, DSFRS advised that it must be suitable and compliant for the weight of the vehicle, which could be nearly 16 tons fully laden with water.

We were then informed that the station most local to the event (Crediton) has specialist lighter vehicles with smaller tanks, greater ground clearance, all wheel drive and very capable of negotiating any hills, boggy areas and other difficult to reach or otherwise inaccessible regions. It seems that the Crediton Station are appropriately equipped for areas locally in which the Fire Service would require such equipment.

We are lucky to be holding our event in an area which plays host to another arts and music event (Sidmouth Folk Festival), which is held at a location known to be difficult to manage from the local authorities perspective with regard to fire safety. The annual nature of this long running event has required that local authorities make provisions for this type of equipment to be provided and stationed in the area.

The fire retardant nature of the main marquees, décor and any hangable items, and the distance between them should reduce the risk of a significant fire to an absolute minimum.



## 2 Risk assessments

Further risk assessments shall be added as planning progresses.

Hazard	Persons Affected	Risk	Severity	Existing Controls	Additional Controls	Action By Whom	Action By When	Residual Risk
<b>Arson</b>	Patrons, employees, volunteers, outside contractors, artists and visitors. Any and all persons on site.	<b>Low</b>	<b>High</b>	Access to the event site is restricted and the site patrolled by security. The build up of combustible material is prevented by scheduled refuse collections and litter picking teams.	Security shall be alert for any malicious elements among patrons.	Event team	Pre event and planning stage	<b>Low</b>
<b>Electrical fires from DJ, lighting or public address system</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	<b>Low</b>	<b>High</b>	<p>All electrical equipment on site shall be subject to a Portable Appliance Test if the item does not already bear a current test certificate.</p> <p>All companies hiring equipment to the event shall be required to provide current risk assessments/method statements and PAT certification.</p>	<p>A dedicated fire point shall be installed adjacent to performance area and the public address amplifiers where the bulk of electrical equipment is situated. This will be in addition to any FFE installed for the structure.</p> <p>The duty site manager carry out pre festival checks to ensure compliance</p>	Event team	Pre event and planning stage	<b>Low</b>
<b>Generators</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	<b>Low</b>	<b>High</b>	Generators shall be in a compound to which the public have no access	A dedicated fire point and fire safety notices shall be installed at each generator.	Event team	Pre event and planning stage	<b>Low</b>
<b>Generator fuel storage.</b>				Fuel storage shall be in a purpose made compound to which the public have no access. A dedicated fire point and fire safety notices shall be installed at each fuel storage site.				



Hazard	Persons Affected	Risk	Severity	Existing Controls	Additional Controls	Action By Whom	Action By When	Residual Risk
<b>Smoking/tobacco waste</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	Low	High	Smoking shall not be permitted in any structure, in line with legislation.  Receptacles for tobacco waste shall be positioned outside the structures on site	The policy shall be enforced by stewards and security.	Event team	Pre event and planning stage	Low
<b>Cooking</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	Low	High	There shall be no cooking or open fires permitted at the event other than in the areas designated for this activity, and in line with guidance signs and care.	The policy shall be enforced by stewards and security. Fire Marshal will oversee area.	Event team	Pre event and planning stage	Low
<b>Catering equipment</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	Med	High	All catering outlets to provide fire risk assessments.  Pre-festival checks by fire safety officer.	All catering outlets are to be subject to a twice daily check from the fire safety officer during the event.	Fire safety officer	Pre event and show time.	Low
<b>Control of substances hazardous to health.</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	Low	High	The use of harmful or hazardous chemicals will be avoided as far as is reasonably practicable. All hazardous substances will be clearly marked as such and kept in COSHH cupboards/lockers etc.	There shall be provision for a dedicated storage area for hazardous chemicals and risk assessments carried out for each substance. All data sheets shall be kept at event control.	Event team	Pre event and planning stage.	Low
<b>Fire basket</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	Low	High	The fire basket shall be managed by a fire marshal  A dedicated fire point shall be installed with adequate FFE.  Barriers used to control access by the public.	The fire basket shall be operated for regulated periods,	Event team	Pre event and planning stage.	Low



Hazard	Persons Affected	Risk	Severity	Existing Controls	Additional Controls	Action By Whom	Action By When	Residual Risk
<b>Housekeeping</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	<b>Low</b>	<b>High</b>	Scheduled clearances of refuse from the event arena  Dedicated litter picking teams shall also patrol the event arena to ensure a consistently good standard throughout the event.	Refuse is taken from the festival arena to a 40 meter waste container.  A dedicated fire point shall be installed adjacent to the waste container.	Event team	Pre event and planning stage.	<b>Low</b>
<b>Disabled patrons.</b>	Patrons, employees, volunteers, outside contractors, artists and visitors	<b>Low</b>	<b>High</b>	The site is well maintained and is free of slip and trip hazards.  The event is all at ground level allowing disabled patrons access to escape routes without the need for ramps or access equipment.	All exits will be of sufficient size to allow for wheel chair access	Event team	Pre event and planning stage.	<b>Low</b>
<b>Sleeping patrons</b>	Patrons	<b>Low</b>	<b>High</b>	Sleeping patrons shall be alerted to the danger of fire via rotary hand bells located at the camping area fire points.	Head count of patrons and roll call of employees at rendezvous point.	Event team	Pre event and planning stage.	<b>Low</b>

### 3 Disclaimer

The information contained in this document/record is proprietary to the organisers unless stated otherwise and is made available in confidence. It must not be used or disclosed without the express written permission of the organisers. This document/record may not be copied in whole or in part in any form without the express written consent of the organisers which may be given by contract.

The contents of this document are subject to change without notice, until the document is approved and agreed by all parties and released at Issue 1.

**Date of issue**

**31/01/14**

