

Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival 2020				ASSESSOR NAME: John Heath				SIGNATURE:			
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019				REVIEW DATE:			
Activity hazards: <small>List what could cause harm e.g. falls from height, trip hazard, fire, etc.</small>	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: <small>For each hazard, list the measures you will be taking to minimize the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</small>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
Lack of Fire Safety	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ Fire Fighting Equipment provided at designated Fire Points located near site Marquees the main stage, and relevant traders / contractors. ➤ Roof sheeting and materials to be Fire retardant certified and tested. ➤ No smoking signage to be erected around the inside of marquees and temporary structures as per legislation. ➤ No smoking inside any enclosed or partially enclosed structures. ➤ No unsupervised BBQs, fires, naked flames or candles permitted on site. ➤ Lighting fittings and equipment with hot surfaces liable to radiate heat must be kept away from potential fuel sources. ➤ Ventilation outlets from equipment and appliances must be kept clear from obstructions so they do not overheat. ➤ No petrol generators permitted on site. ➤ No Pyrotechnics, fireworks, confetti canons or real flame effects may be used. ➤ As per manufacturer's instructions by competent contractors. ➤ Method statements, risk assessments and safety data sheets to be produced for the Event ➤ Event personnel and contractors to be vigilant on site for indications of near-misses e.g. scorch marks, discoloured or charred electrical plugs and sockets or cigarette burns, to be used on site to identify hazards which may not otherwise have been noticed. 	5	1	5	Safety officer and Fire officer	24 hour check to be carried out as well checks before the event opens on the day.
	Electrics	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation ➤ Electrocutation 	5	4	20	<ul style="list-style-type: none"> ➤ Electrical installations completed by competent trained electricians and certified on completion. ➤ All Portable appliances and electrical equipment to hold valid PAT. ➤ Electrical circuits to be fitted with circuit breaking devices such as RCD's to prevent electrical fires. 	5	2	10	Event Director

Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival (Cont)				ASSESSOR NAME: John Heath				SIGNATURE:			
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019				REVIEW DATE: 01/05/2020			
Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
Risk of injury from fire due to potential fuel.	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ Display materials and branding) will be certified fire retardant or have been treated with fire retardant materials. ➤ All upholstered furniture, drapes, marquee canvas, big top materials and roof sheeting for stages and structures to be certified as fire retardant. ➤ Hazardous equipment, materials or cleaning products will be kept to a minimum, installed, used, stored, maintained and protected in accordance with manufacturer's instructions and legislation. ➤ Safety data sheets and COSHH risk assessments to be produced for all chemicals on site and all chemicals to be stored, used and protected in accordance with manufacturer's guidance. ➤ Safe system of work in place for the control of combustibles waste by ensuring the waste materials and rubbish are not allowed to build up and are carefully stored, until properly disposed of; particularly at the end of the day. (see waste management plan) ➤ All large temporary structures (big tops and stages) will be sited a minimum of 10 m apart. ➤ All scenery, props, equipment and other materials not in use, to be stored away securely in appropriate storage areas rather than left lying around the stage or event site. ➤ Maximum of 2xLPG, propane or other gas cylinders by food vendors will be used, maintained, protected and stored in accordance with manufacturer's instructions and legislation – users to be competent and understand risk and undertaken risk assessments. (No temporary jubilee clips permitted on site) ➤ Clothing, site drapes, curtains and materials not to be situated near any ignition sources. ➤ Potential for arson to be reduced by limiting the amount of fuel stored on site and cordoning it off so only authorised people can obtain access (minimum of 3m away from public areas) ➤ High standards of housekeeping and avoiding litter and rubbish building up on site, to be maintained. ➤ Security and safety staff patrolling high risk areas eg. Cardboard boxes or wooden transportation pallets must not be left outside infrastructure. They must be cleared periodically throughout the day and secured in a cordoned off area for disposal. ➤ 4x Trained fire marshals will be available through the event. 	5	2	10	Safety Officer Event Directors Fire Marshals	Monitoring of food vendors, the site will be carried out throughout the event by trained personnel.

Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival (Cont)				ASSESSOR NAME: John Heath				SIGNATURE:			
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019				REVIEW DATE: 01/05/2020			
Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. <i>appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
Combustible materials build up causing fire.	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns 	5	4	20	<ul style="list-style-type: none"> ➤ All combustible waste to be stored in designated skips or in closed storage areas to avoid building up elsewhere, no storage of combustibles underneath stage decks or structures. ➤ Contractors must store combustible waste safely and dispose periodically Combustible materials to be kept away from all electrics and hot surfaces Ignition sources kept away from any combustible material. ➤ Combustible waste must not be stored within 3M of public areas or near fire exit routes. 	5	1	5	Safety Officer Fireman Fire Marshals	Monitoring will be carried out during the event
Injury to persons due to lack of fire detection and warning of fire	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ Clear instructions for raising the alarm and evacuation of the public will be issued to all event crew, contractors and staff. ➤ Clear Fire/incident evacuation procedure in place. (see ESMP) ➤ Radio and public address system will be used for communications around the site throughout the event. ➤ Security Control to initiate the public address and alarm systems for notifying the public of an incident and starting a phased evacuation where necessary. ➤ All radios and PA system to be checked before use, spare radio batteries on charge in the control rooms. ➤ Security patrols will be roaming around higher risk areas that are not frequented by people regularly, such as around the back of the site infrastructure. 	5	1	5	Safety Officer Event Directors Fire Marshals Security teams	All personnel will be briefed on emergency procedures.
Injury to persons due to lack of Fire Fighting Equipment and Facilities	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	5	4	20	<ul style="list-style-type: none"> ➤ A Numbers of fire extinguishers based on hazards present in specific areas of site, distance, security and visibility. ➤ Fire extinguishers present on site from initial set-up to close of breakdown / event. ➤ A defined protocol will be in place between the event organisers, security and the fire brigade, defining responsibilities, actions and reporting procedures. ➤ 1x fire officer will be on site during the event and looking after all firefighting equipment. 	5	1	5	1x Fireman 4x Fire marshals	Checks will be carried out before the event that all correct fire extinguishers are in place by the caterer and Fire team.

Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival (Cont)				ASSESSOR NAME: John Heath				SIGNATURE:			
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019				REVIEW DATE: 01/05/2020			
Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. <i>appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
Risk of injury from fire due to increased oxygen supplies.	Public	➤ Fatality	4	4	16	<ul style="list-style-type: none"> ➤ Oxygen cylinders on site with medics, to be stored, used, transported as per legislation by competent and trained operatives. ➤ No other oxidizing materials present on site. 	4	1	4	Safety Officer 1x Fireman Fire marshals	Checks to be carried out before the event opens to the public.
	Employees	➤ Major injury									
	Contractors	➤ Burns									
	Visitors	➤ Smoke inhalation									
Fire from use of special effect equipment	Public	➤ Fatality	4	4	16	<ul style="list-style-type: none"> ➤ There will be No Pyrotechnics, lasers and confetti canons on site. 	4	1	4	Safety Officer 1x Fireman Fire marshals	Checks to be carried out before the event opens to the public.
	Employees	➤ Major injury									
	Contractors	➤ Burns									
	Visitors	➤ Smoke inhalation									
Injury due to delay in opening exit gates	Public	➤ Fatality	4	3	12	<ul style="list-style-type: none"> ➤ All exit gates will be closed and manned by either a steward or SIA security guard. NO bolts or cables ties will be used so it will be opened easily by staff in an emergency. 	4	1	4	Safety officer Deputy safety officer 1x Fireman Security manager Security supervisors	Checks to be carried out that all staff are in place before the event opens also will be monitored during the event
	Employees	➤ Major injury									
	Contractors	➤ Burns									
	Visitors	➤ Smoke inhalation									
Fire risk caused by spread of flame.	Public	➤ Fatality	4	3	12	<ul style="list-style-type: none"> ➤ Site areas are designed to ensure min 10m separation between major stage structures to eliminate risk of fire spread. ➤ All areas of dense undergrowth will be identified and removed by the land owner, or fenced off from public access. ➤ Catering units will be sited in blocks; however, fire appliances will be able to gain access within 3m of unit frontages at all locations, with the depth of the 'back to back' catering unit blocks not exceeding 50m, in order that a fire hose could easily reach the central back of any storage areas. 	4	2	8	Event Director Safety Officer 1x Fireman 4x Fire marshals	Event Director will make sure separation whilst the event is being set up with the main stage, marques and caterers
	Employees	➤ Major injury									
	Contractors	➤ Burns									
	Visitors	➤ Smoke inhalation									
Artists	➤ Smoke inhalation										

Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival (Cont)				ASSESSOR NAME: John Heath					SIGNATURE:		
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019					REVIEW DATE: 01/05/2020		
Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified <i>e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		

Fire Risk Assessment

<p>Injury to persons due to lack of escape routes or emergency exits</p>	<p>Public Employees Contractors Visitors Artists</p>	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation ➤ Crowd crushing 	5	3	15	<ul style="list-style-type: none"> ➤ There will be 2 Emergency exits gates at the event that will be manned by stewards ➤ Using the following guides, Fire safety risk assessment for open-air events and venues and the purple guide for events and venues and taken into account the field areas and inclines involved. This has resulted in a calculation regarding the following: The event has been capped with a maximum of 4999 divided by the flow rate of 85 persons, divided by the escape time of 10 mins = <u>Total required 5.88 meters width gates</u> The escape gates at the event will allow us to provide the following <ul style="list-style-type: none"> ➤ Main Gate / 6 meters ➤ EM Gate 1 / 2.4m ➤ EM Gate 2 / 2.4m ➤ Gives us a total of 10.8 meters. ➤ Signage clearly provided around site above gates on perimeter fencing. ➤ All enclosed structures accessible to ticket holders have been assessed for occupancy, exit width and evacuation time, in order to ensure safe routes of egress from these, into the relative safety of the open air arena. The people involved will then follow the exit signage over the gates in the fencing to the final place of safety outside the site. ➤ All structures will only be accessible to staff and accredited event personal. They are to have a minimum of one exit route measuring no less than 750mm in width, where more than 60 persons are anticipated at any one time into these areas, a second exit will be provided to provide and exit route in an alternative direction. ➤ All staff, crew and management to be briefed on locations of assembly points and fire exit routes out of the site. ➤ The event fire Plan will be discussed with all members of event personnel, management, security and stewards. ➤ Security and stewards to offer assistance to disabled or vulnerable people where necessary, however all egress routes are wide enough to fit wheelchair bound users through. ➤ Emergency exits will always lead to a reasonable, or total place of safety ➤ Emergency exits will be designed to ensure that any person confronted by fire is able to turn away from it and escape to a reasonable place of safety located nearby, where they should be able to make their way to a place of total safety. ➤ Numbers of public around the site areas will be monitored, so as not to become overcrowded or cause bottlenecks / crush zones. ➤ All emergency exit routes will open up in the direction of travel and will be unlocked during the event. ➤ All emergency exits will be fully maintained and checked to ensure they are in safe working order as part of opening procedure. ➤ Event management will ensure that during the event, fire exits are free from obstructions and hazards. ➤ All contractors on site to have briefing before they start work instructing them not to block any fire exits. ➤ 	5	1	5	<p>Safety officer Deputy safety officer Security manager Security supervisors</p>	<p>All checks will be carried out before the event is open, that suitable and sufficient escape routes are provided around the event</p>
<p>RISK ASSESSMENT: Sandon Fields Festival (Cont)</p>						<p>ASSESSOR NAME: John Heath</p>			<p>SIGNATURE:</p>		
<p>AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG</p>						<p>DATE OF ASSESSMENT: 24/10/2019</p>			<p>REVIEW DATE: 01/05/2020</p>		

Fire Risk Assessment

Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. <i>appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
Injury to persons due to faulty fire equipment, installations, devices and facilities.	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	4	16	All fire extinguishers on site to be installed and maintained by competent personnel, and signed off as such, before set-up on site. Fire precaution checks will be undertaken before, during and after the event. Daily checks will comprise of; <ul style="list-style-type: none"> ➤ Removing of any bolts, padlocks and security devices from fire exits if applicable. ➤ Check that all stewards are situated on fire exit gates. ➤ Check escape routes are clear and free from obstruction. ➤ Check all safety signage is clearly visible and legible. ➤ Check emergency lighting is in place and in working order. ➤ Check provisions and numbers of fire extinguishers are correct, and in the right locations. ➤ Check operations of the PA communication system and that radios are all working. ➤ Check all staff, security and stewards all know their fire responsibilities. 	4	2	8	Safety officer Deputy safety officer 2x fireman Fire marshals Security manager Security supervisors	Checks to be carried out before the event opens to the public.
Injury to due to lack of fire training or incompetent event personnel.	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	4	16	<ul style="list-style-type: none"> ➤ Event staff, crew and contractor briefings to be carried out before the event, so all understand the emergency procedures, locations of emergency assembly points, their responsibilities, how they prevent fires, or deal with them, any significant findings from the fire risk assessment, measures in place to reduce risks, who is nominated with fire safety responsibilities, or any arrangements for serious and imminent danger. ➤ All staff, contractors, security and crew to have received information and training before undertaking any fire safety duties. ➤ A minimum of 4 fire marshals will be in place for this event. ➤ The use of firefighting equipment is an emergency response only and first response should be to contact Event Control who will initiate the full or partial evacuation plan. ➤ Fire brigade to be called for any suspected or actual fires, even if they have been extinguished. 	4	1	4	Event Director Safety Officer Deputy safety officer Fire Officer	staff to receive training before the event.

Fire Risk Assessment

RISK ASSESSMENT: Sandon Fields Festival (Cont)				ASSESSOR NAME: John Heath				SIGNATURE:			
AREA: Hyde Hall Farm, Sandon , Herts SG9 OQG				DATE OF ASSESSMENT: 24/10/2019				REVIEW DATE: 01/05/2020			
Activity hazards: List what could cause harm	Who may be harmed?	Consequences	RISK MATRIX REFERS			Control measures: For each hazard, list the measures you will be taking to minimize the risk identified e.g. <i>appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.</i>	RESIDUAL RISK MATRIX REFERS			Controls measures to be monitored by:	What further action is necessary
			S	L	RP		S	L	RP		
Fire risk caused by dryness of undergrowth.	Public Employees Contractors Visitors	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	2	8	<ul style="list-style-type: none"> ➤ The event organiser to request the land owner to remove all dead undergrowth cut back grass in advance of the event. ➤ Security staff to be briefed specifically about the fire risks of discarded cigarette ends. ➤ fire extinguishers of the correct type to be situated near any large areas of dry undergrowth identified on the site walk around before the event becomes live. ➤ No bale straw to be used at the event 	4	1	4	Event Director Safety Officer Deputy safety officer Fire Officer	Checks to be carried out before and duty the event.
Injury due to inadequate emergency signage Emergency Planning/ lack of light during an evacuation and/or Emergency Lighting	Public Employees Contractors Visitors Artists	<ul style="list-style-type: none"> ➤ Fatality ➤ Major injury ➤ Burns ➤ Smoke inhalation 	4	3	12	<ul style="list-style-type: none"> ➤ Clear and illuminated Fire Exit signage will be erected around whole site above exit gates. ➤ Additional lighting units that will illuminate the whole site, with backup power in case of failure. ➤ All Fire exit routes to be kept clear from obstruction, throughout the whole event, set-up and breakdown. ➤ All signage used for emergency exits/ routes and firefighting equipment will be compliant with the H&S (Safety Signs and Signals) Regs 1996. ➤ Picturegram signage used around whole site. ➤ All security and stewards are briefed of fire evacuation plans in advance of the event and re briefed daily. 	4	2	8	Event Director Safety officer Deputy safety officer Security manager Security supervisors	24 hr and pre-event checks will be carried so their suitable and sufficient lighting and signage through the exits
Vehicle fires Causing explosion and fire spread	Staff Members of public Contractors Guests Artists	<ul style="list-style-type: none"> ➤ Fatality /s ➤ Smoke inhalation ➤ Burns 	5	4	20	<ul style="list-style-type: none"> ➤ Any vehicle exhibiting signs of smoke from any place other than the exhaust pipe will not be allowed entrance to the event venue. ➤ Firefighting equipment to be situated at the main entrance and venue car parks. ➤ Fire Marshals will be available to use firefighting equipment and advised of nearest location of equipment. ➤ Car parking operatives to monitor vehicles parked on site ➤ Fire exits and gangways to be kept clear at all times. ➤ Evacuation plans in place for an emergency ➤ Fire Action information to be given to event organisers, information on fire assembly points and emergency exits to be announced at the start of event. 	5	2	10	All Event Staff	Regular inspections and checks will be carried during the event.

Fire Risk Assessment

Likelihood		
Term	Value	Description
Extremely unlikely	1	Very unlikely that the event will ever occur
Unlikely	2	Not expected but still conceivable
Possible	3	Could happen if activities not controlled
Likely	4	To be expected to occur due to frequency/ risk of activity
Extremely likely	5	Will happen due to frequency/ risk of activity

Severity		
Term	Value	Description
Negligible	1	Very minor injury, bump, knock, fright
Minor	2	Requiring First Aid or other medical attention
Significant	3	Hospital admission or over 7 consecutive days off work
Major	4	Any RIDDOR specified injuries e.g. Disabling injury, Burns, Broken bones, Sight loss etc.
Catastrophic	5	Death

RR score= S x L		Risk Rating				
		Likelihood				
		1	2	3	4	5
SEVERITY	1	1- Low	2- Low	3- Low	4- Low	5- Low
	2	2- Low	4- Low	6- Low	8 -Med	10 -Med
	3	3- Low	6- Low	9 -Med	12 -Med	15- High
	4	4- Low	8 -Med	12 -Med	16- High	20- High
	5	5 -Med	10 -Med	15- High	20- High	25- High