

Emergency Procedures & Evacuation Plan ^{v2}

**'51st State Festival' 6&7th August 2016
Trent Park, Enfield**

London Borough of Enfield
Cockfosters Road
Barnet
Enfield

FOUND
Unit 104
12-18 Hoxton Street
N1 6NG

Version Two

Revision History

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1. Introduction

- 1.1 Inside of four years FOUND has forged a reputation for producing landmark events across London.

After a hugely successful, sold out debut for 51st State Festival at Trent Park, we propose to expand the event two days in 2016.

The festival and its programming ethos will continue to reflect the area's rich and varied range of background and cultures. Into its second year, 51st State will continue to build on relationships with local stakeholders to nurture our spot as the areas landmark festival celebrating roots in electronic dance music.

The FOUND team draws on over a combined 50+ years experience in promotional and operational experience. Driving British club culture through innovative, professional and memorable showcases in clubs, venues and green field sites across the UK and Europe.

Our Operational team, have a vast amount of experience in the management of licensed premises, event spaces, street events and festival spaces. They have a thorough knowledge of licensing & health and safety and work closely alongside authorities in 4 different London Boroughs. As a team we operate 3 licensed premises in the Capital alongside our growing festival business.

The brand caters to a broad demographic of 18 – 35 year old electronic music fans, with a bookings policy that reflects London's cultural diversity.

- 1.2 The emergency procedures that are to be adopted have been used on multiple occasions at similar previous events in London.
- 1.3 In producing these procedures the Police, the Fire Safety Officer, the Council Environmental Health Officer and the Stewarding Company should be consulted. This will or has taken place at the proposed SAG meetings with Enfield Council.

2. Emergency Plan

- 2.1 In the event of a major incident developing it may be necessary to evacuate the event site or individual areas of it. The process of emergency site evacuation carries its own risks and must therefore only be undertaken when absolutely necessary.

FOUND accept that they are normally responsible for dealing with most emergencies that could occur and can take the appropriate decisions. The decision to partially or fully evacuate the site, will however be made on the basis of a FOUND and multi-disciplinary evaluation of the prevailing conditions at the time on the event site.

- 2.2 It is impossible to predict every eventuality that could necessitate the evacuation of the event and it is not possible to specify for every eventuality how an evacuation would take place. This plan therefore sets out the framework for action taking into account the event layout.

- 2.3 If any of the emergency services are requested on-site the head of security along with one of the event organisers (please see the Emergency Management Team section 3.7 below) will meet the incoming service provider at either the '**Blue**' entrance gate known as (emergency vehicle route) EVR1. Please see the Site Plan for further information. They will provide what information they have in order to offer a satisfactory appraisal of the emergency situation.

- 2.4 If a site evacuation is required then announcements will be made over the PA, with all music suspended, which will provide instructions to all guests and staff. This shall be done in a way which does not create panic. Further to this an audible alarm will be sounded to ensure all persons are aware of the need to evacuate.

The 'Show Stop Procedure' will be followed in this circumstance - see Event Safety File section 20.

- 2.5 Due to the incidents last year in Europe and the rise of potential terrorist attacks at public gatherings, FOUND and its security provider along with the emergency services follow the latest advice from The CPNI and NaCTSO - see Event Safety File section 21 Terrorism advice, for further details.

3. Evacuation Plan / Show Stop Procedure

- 3.1 In the event that an incident occurs: (e.g. temporary structure collapse, severe weather conditions, crowd disorder, fire or bomb alert etc) stewards will report this immediately to the Security Control. Notifications made by guests will be routed via stewards to the same location. Any notifications made by site personnel will be made using the coded messages below in order to avoid panic. Notifications through the emergency services should also be routed to the Security Control for action.
- 3.2 A complete list of key on site personnel with details of their responsibilities, together with details of the key emergency services and local authority contact is appended to this plan.
- 3.3 The Emergency Management Team (EMT) will evaluate the information. Having received notification of an incident or situation the notification will be passed to the appropriate team for action.
- 3.4 The final decision to evacuate the event site in the event of an emergency will lie with either **Lizamarie O'Sullivan or Will Paterson**, Event Organisers for FOUND in consultation with the Emergency Management Team (EMT).

Emergency Management Team

- 3.5 In the event of a major incident occurring the Emergency Management Team will be contacted by the quickest possible means and requested to be in attendance at the relevant Emergency Rendezvous Point (ERP).
- 3.6 The Emergency Rendezvous Points (ERP) are located subject to threat:

- ERP 1) Outside of the event space beyond Exit XF2 & 3
- ERP 2) Outside of the event space beyond Exit XF3 & 5
- ERP 3) Outside of the event space beyond Exit XF10

Please see the Site Plan in reference to the above.

- 3.7 The following individuals make up the Emergency Management Team:

- | | |
|------------------------|-----------------------------------|
| • Lizamarie O'Sullivan | Event Organiser & Police Contact |
| • Will Paterson | Event Organiser & Police Contact |
| • Yasmin Galletti | Event Organiser & Police Contact |
| • Gary Buys | Saber Security - Head of Security |
| • Chris Horner | Event Safety Consultant |
| • Craig Murphy | Event Safety Consultant |
| • Ange John | Site Manager |
| • Team Leader | Saber Security Officer 1 |
| • Team Leader | Saber Security Officer 2 |

Medical Emergency

- 3.8 In the event of the notification of a medical emergency the medical service provider will be advised of the location and nature of the incident and will deploy staff with steward support as necessary to secure rapid access to the incident site.
Stewards co-ordinated through Security Control will secure as necessary clear routes for ambulance access and egress.

Fire

- 3.9 In adherence with the Premises Licence all fires must be reported to the Local Fire Service to initiate a fire service response - the message will include the festival location and that of the fire on the site.
- 3.10 The steward for the area concerned will evaluate the situation and immediately evacuate the area affected by the fire.

Bomb Threat

- 3.11 If the reported incident is a bomb alert the police will be asked to consider the validity of the alert and advise on action before an evacuation is considered.
- 3.12 Event or stewarding staff identifying suspect packages should ensure that, where possible, the package remains under surveillance and is not disturbed, whilst a message is relayed to Security Control. Persons notifying suspect packages should not use their radios or mobile phones to make the notification within 100m of the package.
- 3.13 Recommended evacuation radii for suspect devices is as follows

Suspect device	Radius
Briefcase	100 metres
Suitcase	200 metres
Car	400 metres
Lorry	800 metres

Structural Failure - stage or marquee

- 3.14 If any structural failure is detected then that immediate area will be evacuated by security staff and rendered out of bounds until an investigation can be completed. This may mean the event will be cancelled.

Severe Weather

- 3.15 In cases of strong winds and heavy rain the assembled marquees will be large enough to house all guests and staff to offer a place of shelter.
However in strong winds that could affect the structures then the site will be evacuated and the emergency management team will make this decision based upon current weather reports. There will be an anemometer linked to the production office to record wind speed.

Other Situations

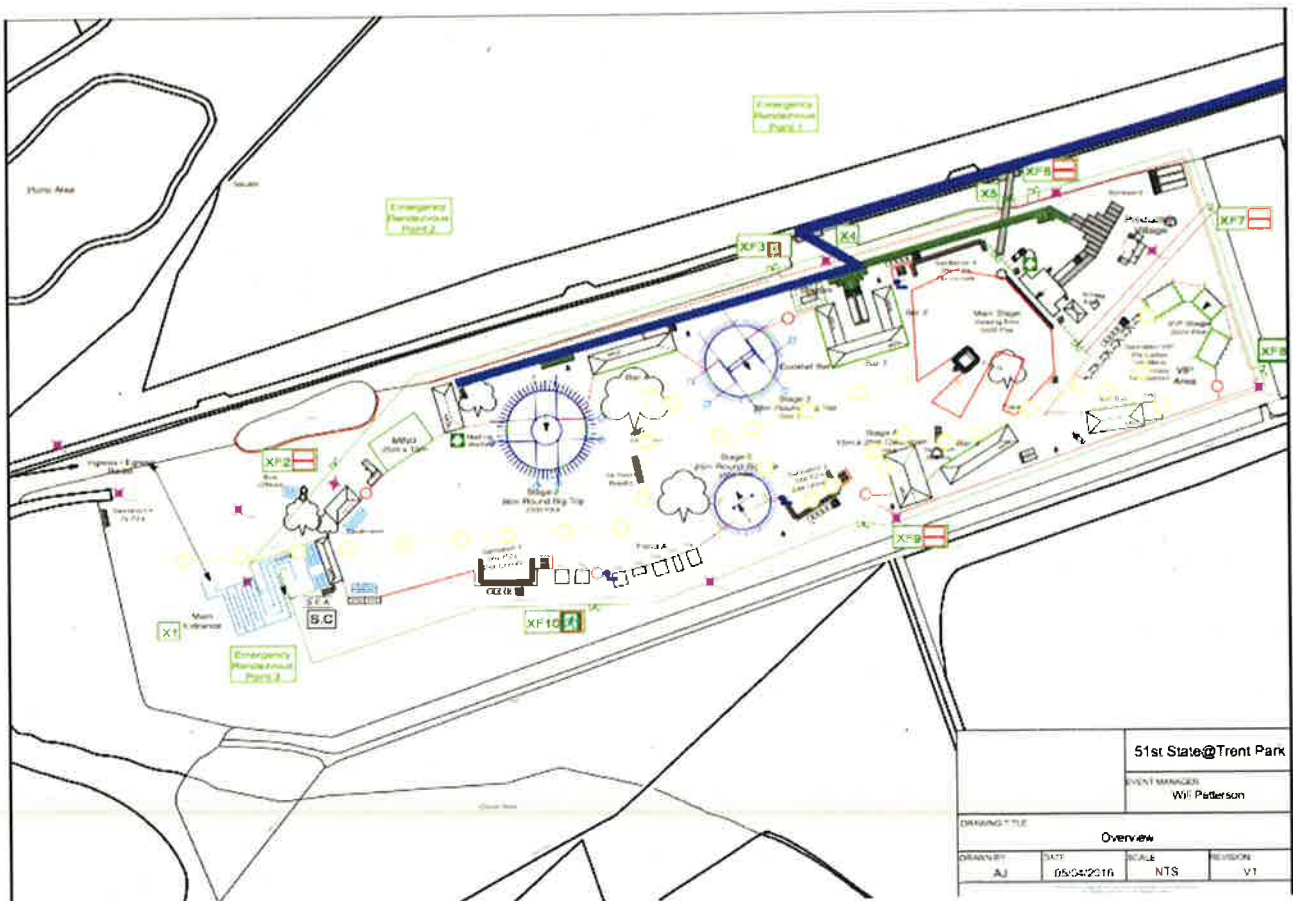
- 3.16 Other situations will need to be evaluated on their merits.

4. Alert Status

- 4.1 During the evaluation process stewards will be instructed to put the area on Amber Alert using the coded radio messages. Stewards will secure the area concerned to prevent additional persons entering the area.
Sound system staff will prepare to turn off music on the sound systems and prepare to issue evacuation instructions via the event PA where appropriate.
- 4.2 The best evacuation route will be determined based on the nature of the incident so that it can be advised to Security Control and emergency services via the Security Control.
- 4.3 The guests will be advised to evacuate the area using the message indicated below over the event PA system and on loud hailers if required.
- 4.4 Stewards will then help disperse the guests away from the affected area and will secure the site and prevent re-entry until the all clear is given.

Evacuation Route Options and Dispersal Points

- 4.5 This will depend on the area to be evacuated. For most areas guest relocation should be adequate having regard to the nature of the incident.



5. Coded Messages

5.1 Reporting Detection of a Fire

- Never use the word **FIRE** on the radios; it may cause alarm if overheard by the public.
- The code word for a fire is **Mr Sands**.

The steward for the area will immediately evaluate the situation and evacuate the area affected.

5.2 Reporting Detection of a Suspect Package

- Never use the word **BOMB** on the radios; it may cause alarm if overheard by the public.
- The code word for detection of a suspect package is **Mr Case**.

Declaring Amber Alert

5.3 The first message issued in this event will be:

THIS IS A STAFF CALL FOR MR AMBER

This is a warning that the alert evacuation procedure is on **AMBER**. All staff to stand by radios and wait further instructions. Sound system staff to prepare to close down sound systems. Stewards to stop more persons entering the site and clear exit routes.

Red Alert

5.4 This message in this event will be:

THIS IS A STAFF CALL FOR MR RED

This is a warning that the alert state has gone to **RED**. An evacuation of the event site will follow.

Stewards to be prepared to evacuate.

Evacuation

5.5 A full evacuation will take place when you hear the following announcement:

LADIES AND GENTLEMEN, THIS IS A SECURITY MESSAGE. DUE TO CIRCUMSTANCES BEYOND OUR CONTROL THE EVENT HAS TO BE STOPPED. WILL YOU PLEASE VACATE THE AREA USING ALL THE AVAILABLE EXITS AS QUICKLY AS POSSIBLE.

Stand Down

5.6 If it is decided not to evacuate once the alert state has gone to amber or red, the following announcement will be broadcast on the radio:

THE PREVIOUS STAFF CALL FOR MR AMBER / RED IS CANCELLED

Evacuation Options

- 5.7 The general policy for localised evacuation will be to disperse the guests into the remaining free available space in the immediate area. The event site or parts of it will then be closed or secured temporarily depending on the severity of the incident.
- 5.8 In the event of a whole area evacuation being required e.g. bomb scare, then it is likely that this would mean that the event may not restart. It would be the intention to, where possible, direct the guests back to their means of transportation and for them to depart the site. In the event that one of the exits is obstructed due to the emergency then there is sufficient exit capacity through the other exits to allow for evacuation within an acceptable time. Stewards would direct event guests leaving the site, using loud hailers to their destinations.
- 5.9 Should there be a fire or other incident backstage; the performers/artistes will be escorted by security to another area deemed safe depending on the location and severity of the incident.
- 5.10 In the event of a full evacuation the guests will be directed to the available fire exits, along the Park paths through to a 'Place of Safety'.
- 5.11 In the event of a full evacuation the performers/artists will be escorted by security to the backstage area.

6. Exit calculations

- 6.1 These calculations have been undertaken using the Regulatory Reform (Fire Safety) Order 2005, in particular the 'Open Air Events and Venues' section.

Escape Route Capacities

- 6.2 The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time.

The following are suggested rates of passage for open-air parts of venues:

- on all routes within seated accommodation (including gangways and ramps) and stairways – 73 people/meter/minute; and

- on all routes in other parts of the event or venue (including within standing accommodation) – 109 people/meter/minute.

- 6.3 The width and capacity of the escape routes required for the number of people present can be calculated by using the formula:

Total exit width = number of people / flow rate x escape time.

- 6.4 There are five main egress points from the event area - not including the main entrance.

- 6.5 The exit widths are as follows (please see the Site Plan):

- 1) XF2 4m
- 2) XF3 4m
- 3) XF6 4m
- 4) XF7 4m
- 5) XF8 4m
- 6) XF9 4m
- 7) XF10 4m

- 6.6 When calculating the overall available escape route capacity for an event or venue that has more than one way out, you should normally assume that the widest is not available because it has been compromised by fire.

- 6.7 This being the case one of the seven exits has been discarded in this calculation (they are all 4m) leaving an available total exit value of 24m.

Step 1 Determine risk level

6.8 For this event the risk is considered Normal

(Please see page 64 of the RFO Fire Safety Guide on Open Air Events and Venues detailing guidance on Escape routes level of risk)

Step 2 Determine escape time

6.9 Normal risk = <5 <10 minutes (we have opted for 5 minutes here for best practice)

Step 3 Determine exit flow rate

6.10 No seating or stair ways = 109 persons/meter width/minute

Step 4 Determine occupancy

6.11 This is an invite-only event, therefore 12500 event attendees including working personnel = maximum number of 12500 in the event area at any one time.

Step 5 Determine total exit width required

6.12 Total exit width required = $12500 / 109 / 5 = 23\text{m}$

6.13 Therefore the exit width is well within the determined escape time for a Normal Risk event.

Step 6 Determine minimum number and size of exits required

Minimum width of an exit is normally required to be at least 1.05m, therefore the minimum number of exits required (1.05m wide) is $23\text{m}/1.05\text{m} = 22$ exits

6.14 As highlighted in section 6.5 above there will be seven fire exits all at 4m width, not including the main entrance, that have a combined exit width of 28m. With the largest of these discounted as it should be assumed that one exit could be compromised by fire the remaining exit width is 24m.

6.15 **NB. In accordance with Enfield Council the above exit calculations have not been submitted due to their preference for their own capacity attendance requirements.**

7. Emergency contact list

Name	Position of Responsibility	Company	Contact Number
Will Paterson	Event Organiser	FOUND	07958 439 581
Lizamarie O'Sullivan	Operations Manager	FOUND	07809 128 069
Gary Buys	Head of Security	Saber Security	07590 067 717
Yasmin Galletti	Organiser	FOUND	07546 106 928
Chris Horner	Safety Officer	HornerSalus	07775 796 496
Craig Murphy	Safety Officer	HornerSalus	07834 862 381
Ange John	Site Manager	TBA	07919 493 019
Steve Anderson	Sound Consultant	Anderson Mitchell	07814 944 791
TBA	Head of Bar Team	TBA	TBA
Andrew Robinson	Fire Officer	SEFS	07885 977 005
Paul Saddington	Medical Manager	Quad	07904 706 660



www.hornersalus.com
info@hornersalus.com
020 8954 6333

Risk Assessment & Fire Risk Assessment

'51st State Festival' 6&7th August 2016

Trent Park, Enfield

London Borough of Enfield
Cockfosters Road
Barnet
Enfield
EN4 0PS

FOUND
Unit 104
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Version One

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04/03/2016	Version 1 Created by Found & HornerSalus Ltd
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3. Risk Assessment - Event Infrastructure Build/De-rig
4. Risk Assessment - Working at Height
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7. Risk Assessment - Event Open Period
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1. Introduction

Risk Assessments

Numerous pieces of legislation require risk assessments to be carried out and, in particular, the Management of Health and Safety (Workplace) Regulations 1999. All work activities need to be assessed by a competent person in order to identify the hazards and quantify the risks of these hazards causing harm to people. Hazards and risks that are not eliminated must be controlled and the control measures, be they physical or procedural, must be communicated to those who will work, or otherwise come into contact with the hazards.

This risk assessment provided by FOUND is specific to the 51st State music festival which is to be held on 6&7th August 2016 at Trent Park, Cockfosters Road, Barnet, Enfield, EN4 0PS. The assessment also incorporates the experience of undertaking previous similar events in London parks.

Risk Assessments and method statements together with details of relevant insurances will be sought from the various contractors and suppliers to FOUND and will be taken into consideration when preparing further drafts of this document.

In undertaking risk assessments, the following approach has been adopted:

- Gather information/identify risks
- Consider control measures appropriate to the identified risks
- Evaluate residual risk
- Review findings and aim to continually improve

The risk assessments below give both primary and residual risks. The primary risk is the risk associated with the identified hazard assuming that the risk associated remains completely Initial. The residual risk is the level of the remaining risk produced when proposed control measures have been applied. The figures given can be interpreted using the risk rating matrix below. FOUND management must ensure that the risk control measures are fully implemented to achieve these levels. The columns following the residual risk data indicate where additional controls are required or where special attention should be given.

For the avoidance of confusion - the columns of the risk rating sections are headed

$S \times L = R$.

S is for "severity" and is given in the first column.

L is for "likelihood" and is indicated in the second column.

The control measures, indicated within the assessment, are considered to be reasonably practicable measures, to control the risks identified based on experience of similar events.

A review of the assessment will be made, should further information be received which suggests that the control measures suggested are no longer sufficient to control risks or are inappropriate or if additional hazards are identified. During the event build up a process of continuous assessment

and reassessment will be undertaken by the Event Organisers, to ensure appropriate risk controls are put in place should situations develop which are not covered within this assessment.

2. Risk Rating Matrix

Definitions	Likelihood			
	Risk Rating	Low = 1	Med = 2	High = 3
Severity	Low = 1	1	2	3
	Med = 2	2	4	6
	High = 3	3	6	9

Severity x Likelihood = RISK RATING

RISK RATING

6 - 9 = High risk – action required to reduce risk

3 - 4 = Medium risk – seek to further reduce risk

1 - 2 = Low risk – no action but continue to monitor

DEFINITIONS

Severity

H = Fatality or major injury causing long term disability

M = Injury or illness causing short-term disability

L = Other injury or illness

Likelihood

H = Certain or near certain

M = Reasonably likely

L = Very seldom or never

3. Risk Assessment - Event Infrastructure Build/De-rig

3. EVENT INFRASTRUCTURE – Build and Breakdown										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Arrival and Event installation procedures: Failure to maintain control of equipment	3.1	Event staff, contractors and members of the public.	3	1	M	Event Safety Officer (ESO) should be appointed to oversee the work of installation and to liaise with contractors and statutory authorities. Load in may necessitate traffic/people management. Temporary barriers should be erected around work sites during build/dismantle. All contractor vehicles/plant movement to be supervised. All persons to be trained and competent.	2	1	L	Security to provide traffic marshals
Working light: Insufficient visibility for working	3.2	Event staff, contractors and members of the public.	3	1	M	Ensure adequate lighting levels if build/dismantle during hours of darkness. Avoid glare by rigging well above eye level. Avoid using any lights near to roads.	2	1	L	
Use of Electrical equipment: Electrical Shocks or Burns	3.3	Event staff and contractors	3	2	H	All individual contractors own power supplies to be certified as appropriate. Use of 110V or battery operated tools where practicable. Portable tools, etc to be examined and certificated. Event Organisers to monitor	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Storage of Materials: Falls, trips, unsafe stacking and or collision	3.4	Event staff and contractors	3	2	H	Safe storage locations to be identified by contractors with Site Manager in advance. Fencing, cones, hazard tape and hazard lighting to be erected as necessary where public have access or where there is a significant risk of vehicle collision. Security may be needed if left unattended.	2	1	L	
Medical Provisions: Lack of adequate medical provisions	3.5	Event staff and contractors	3	3	H	The Event Safety Officer will evaluate the medical provisions for the work required and assess if they are suitable for the work activities being undertaken - If not then the medical provisions will be increased accordingly. The Production Manager will distribute to all site crew this information prior to the build. The Production Manager will provide to contractors details of the medical provisions to enable them to undertake their own medical assessment for their employees. FOUND will ensure the appropriate levels of medical cover are in place for the duration of the build and dismantle. Event Safety Officer will identify the location of the nearest hospital with an operational A&E Department.	2	1	L	Contractors will be encouraged to inform the Event Safety Officer of any additional first aid provisions that may be required due to the nature of the work.

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Lack of protection for head, hands, feet, ears: Cuts, lacerations, concussions, crushing injuries etc.</p>	3.6	Event staff and contractors	2	2	M	<p>Individual contractors to be responsible for ensuring that they have appropriate Personal Protective Equipment (PPE) for the activities which they are undertaking and ensuring the exclusion of all other persons from areas where PPE is required.</p> <p>Signage/barriers placed as appropriate.</p> <p>Contractors should ensure that areas requiring PPE remain off limits until safe.</p> <p>Event Organisers to monitor this.</p> <p>Contractor's method statements should clearly state PPE requirements as appropriate.</p> <p>The method statements should identify the operations/ periods where PPE is necessary.</p>	1	2	L	
<p>Manual Handling: Back injuries, strains, sprains, etc</p>	3.7	Event staff and contractors	2	3	H	<p>Task specific risk assessments to be undertaken by individual contractors.</p> <p>Staff of competent contractors to be trained in manual handling techniques.</p> <p>Appropriate design of equipment.</p> <p>Weight of equipment to be established before lifting operation proceeds.</p> <p>Event Organisers to monitor.</p>	2	1	L	Mechanical handling devices to be used whenever possible.

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Erection and Breakdown of Structures: Falling materials. Vehicle movement. Unstable part of completed structures	3.8	Event staff and contractors	3	2	H	All structures to be erected by competent contractors who should have been vetted in advance by Event Organisers. The safety of the contractor's employees is the responsibility of the contractor. The Event Organisers should, however, intervene if unsafe working practices are observed. Areas where erection taking place should be "off limits" to others not taking part. If working on or adjacent to a road and especially at night, high visibility jackets should be worn. Such working areas should be barriered and/or stewarded. Head protection should be worn where necessary. Method Statements and/or Risk Assessments to be provided where appropriate. Event Organisers to audit compliance with method statements.	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Incorrect and/or Unstable Structures: Potential for total or partial collapse.</p>	3.9	Event staff, contractors and Event attendees.	3	2	H	<p>Plans, specifications and calculations for all structures should be made readily available for examination by interested parties to allow checks to be made on the suitability of the finished structures in light of the intended use and foreseeable overload conditions.</p> <p>The structures to be erected by contractors who have had their health and safety standards vetted.</p> <p>The Event Organisers should monitor the erection.</p> <p>The final structure should be subjected to an independent erection check by a structural engineer or other competent person and/or completion certificated by a competent person.</p> <p>The Event Organisers should intervene if serious breaches of safe practice by contractors are observed.</p>	2	1	L	
<p>Weather Conditions:</p>	3.1	Event staff and contractors.	2	2	M	<p>In the event of severe weather, which constitutes a severe risk to the health and safety of those on site:</p> <p>The Event Organisers should have the authority to stop all activities until conditions improve.</p> <p>Access to suitable and sufficient welfare facilities and drinking water</p> <p>Use of sunblock.</p>	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Site Clearance: Cuts and puncture wounds.	3.11	Event staff, contractors and Event attendees	2	2	M	Site to be thoroughly cleared prior to public congregation and after site clearance/get-out. Any persons required to litter pick should be provided with suitable pick up tools and gloves. All persons involved should be made aware of the potential health risks.	1	1	L	
Equipment on Hire: Whenever hired equipment is used, the risk of accidents is increased due to a potential lack of training, discipline in use, documentation & maintenance. Examples of this equipment are MEWP, cars, forklift trucks, etc.	3.12	Event staff, contractors and General public	3	2	H	The Production Manager will ensure that the equipment is fit for purpose, used with due diligence and if necessary that access to and use of the equipment is restricted. All users must be competent and, if necessary, properly insured. Event Organisers to monitor	2	1	L	If a Contractor provides equipment to be used by crew, they should ensure that the equipment carries a full test and maintenance history, is fit for purpose and comes with all appropriate user manuals and available for inspection on request
Communication Failure: Communications systems need to exist between all parties in order to prevent, or minimise, injuries that may be caused by an emergency.	3.13	Event staff, contractors and General Public	2	3	H	Decisions will be taken as to whether communications between teams are via personal contact, mobile phones or Radios. The Production Manager will publicise this information prior to the event build. Event Organisers to ensure all parties are aware of the communication protocols.	2	1	L	All Contractors should inform the Production Manager as to any requirement for safety critical communications they may require.

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Loading & Unloading Vehicles: People may be injured by reversing vehicles, blocking of access & egress routes and insufficient crew assigned to unload vehicles.</p>	3.14	Event staff, contractors and General Public	3	2	H	<p>The Production Manager will control and ensure proper supervision of vehicle unloading and loading.</p> <p>If unloading/loading is undertaken on a public highway hazard signage will be displayed and red & white tape used to restrict access to the area.</p> <p>In areas of high risk, barriers will be put in place.</p> <p>High Vis must be worn when unloading vehicles on the public highway.</p>	2	1	L	All Contractors must ensure a competent member of their crew is available during the loading and unloading of their equipment.
<p>Welfare Provisions: Insufficient welfare provisions can lead to fatigue, dehydration, hypothermia, overheating, etc.</p>	3.15	Event staff and contractors	2	2	M	<p>The Production Manager should always identify the nearest available drinking water point and toilets.</p> <p>Where necessary FOUND will provide these facilities on site.</p> <p>The Event Organisers must inform staff of extreme weather conditions they may encounter whilst on site and provide instructions regarding the appropriate clothing, PPE, etc.</p>	1	1	L	
<p>Drugs & Alcohol: Reduction of stamina, disorientation, incoherence, lack of judgement</p>	3.16	Event staff and contractors	3	2	H	<p>All staff to be advised prior to their arrival onsite that the consumption of alcohol and the taking of recreational drugs are prohibited by FOUND.</p> <p>The Production Manager will send off site any member of staff who is or appears to be under the influence of alcohol or drugs.</p>	2	1	L	

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Use of Personal Protective Equipment (PPE): PPE should only be used as a 'last resort' control measure	3.17	Event staff and contractors	3	2	H	All staff using PPE must be trained by a competent person in its use. The Event Organisers will ensure that all staff, freelancers and contractors required to wear PPE adhere to the safe working practices as detailed by their risk assessments and the manufacturer.	3	1	M	The Event safety Officer insists that the use of safety harnesses is reduced to the lowest possible level.
Noise Levels: Crew and staff may be working in the vicinity of high sound levels.	3.18	Event staff and contractors	3	2	H	The Production Manager will inform all Staff and Crew of the need to provide and use Ear Protection (PPE). Work areas where noise is expected to exceed 80dB (A) over an eight hour period to be identified and signed. (typically FOH, Stage Barrier etc) Event Organisers on site to advise staff accordingly and provide appropriate hearing protection. Production Manager to ensure that sound system is designed, installed and operated by competent persons.	2	1	L	All Contractors should inform the Production Manager prior to the build if any equipment is likely to make a significant amount of noise.

3. EVENT INFRASTRUCTURE – Build and Breakdown

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Lifting Operations: All lifting operations (i.e. MEWP, forklifts, chain hoists etc) must be properly planned and appropriately supervised.</p>	3.19	Event staff and contractors	3	3	H	<p>Contractors will ensure that every lifting operation has a nominated "responsible person" who is in charge of all lifting & lowering operations of the system.</p> <p>This person will be in overall charge of the operation irrespective of whom it belongs to.</p> <p>The Production Manager will identify any appropriate communication systems and chain of command, especially if loads are being moved as part of the event.</p> <p>All lifting operations should be in compliance with the Lifting Operations and Lifting Equipment Regulations Regs 1998.</p> <p>Event Organisers to monitor.</p>	3	1	M	All Contractors must supply all relevant information including licences to the responsible person, prior to the start of the event build
<p>Control of substances hazardous to health: Certain substances if not stored and used correctly can cause injury. Burns, skin & eye irritations</p>	3.2	Event staff and contractors	2	2	M	<p>The Contractors will ensure that the use of any substance that is recognised to be hazardous to health is reduced to a minimum or if possible replaced with a less harmful substance.</p> <p>All staff to be instructed and trained in the use of such hazardous substances.</p> <p>All of the manufactures Hazard Data sheets will be stored in the appropriate first aid point.</p> <p>All hazardous substances are stored in secure and marked containers.</p> <p>The correct PPE must be worn when required.</p>	2	1	L	Event Organisers to monitor.

4. Risk Assessment - Working at Height

4. EVENT INFRASTRUCTURE – Working at Height										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Supervision of Work at Height: Supervision the use of access equipment, ladders and access towers etc.	4.1	Event staff and contractors	3	2	H	Consideration should always be given to eliminating or reducing the amount of work at height. Before any work at height is undertaken, suitable 'Rescue Protocols' must be identified and put in place. The Event Organisers must have sight of all contractor Risk Assessments pertaining to Work at Height. The Event Organisers must monitor all work activities that are undertaken at height. Contractors must ensure that areas beneath the work activity have restricted access. Contractors must ensure that the appropriate PPE is worn and staff are properly trained in its use.	3	1	M	Great care must be exercised whilst working at height in areas that the event attendees have access to.

4. EVENT INFRASTRUCTURE – Working at Height

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Use of Mobile elevated work platform (MEWP): Overturning of the MEWP. Falls of personnel from the operating basket. Falls of materials. Personnel becoming trapped or entangled in moving parts.</p>	4.2	Event staff and contractors	3	2	H	<p>Ensure that MEWP is on firm, level grounding and where applicable that the outriggers are used.</p> <p>Trained personnel only to operate MEWP.</p> <p>Use of restraint harness equipment where manufacture requires it. Always work within cage.</p> <p>Adequate planning of works to ensure where necessary that materials can be taken up within the cage.</p> <p>Always work within the MEWP's SWL.</p> <p>Never use MEWP as a crane.</p> <p>Keep unauthorised personnel away from the work zone by using barriers or hazard tape if necessary.</p> <p>Ensure the MEWP is suitable for the task conditions and terrain is used; if in doubt consult the manufacturer.</p> <p>When operating indoors ensure appropriate head protection is used.</p> <p>Production Manager to monitor.</p> <p>Ensure that a suitable rescue plan is in place: by ensuring that the ground controls work and that a competent person is available to use them and has been shown prior to the MEWP being used.</p>	3	1	M	<p>Event Organisers to check MEWP Licences: if PAL or the recognised equivalent.</p> <p>Contractors to ensure that Daily Checks are undertaken on all MEWPs.</p> <p>Authorised Driver/ Operators will become key holders for the plant/ equipment type designated.</p> <p>Keys must be returned to the Production Manager at the end of plant/ equipment use or end of shift.</p> <p>Keys must NEVER be left unattended in the ignition.</p>

4. EVENT INFRASTRUCTURE – Working at Height

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Working at heights (Aluminium Towers): There is a risk of overturning the tower with or without personnel on working platform also falls by personnel and falls of materials and or components or tools.</p>	4.3	Event staff and contractors	3	2	H	<p>Towers to be erected by competent personnel only.</p> <p>Use of outriggers where applicable.</p> <p>Never overload working platform.</p> <p>Towers always to be erected on firm level ground.</p> <p>Always empty platform before releasing wheel locks.</p> <p>NEVER ALLOW PERSONS TO RIDE A WORKING PLATFORM.</p> <p>Use of system decking for working platform.</p> <p>Use of toe boards/mid rails.</p> <p>Do not overload platforms.</p> <p>Keep personnel from under decked area while in use.</p> <p>Always ensure that before and after use the tower is stored securely.</p> <p>Always climb tower from inside.</p> <p>Adequate handrails to be provided.</p> <p>Event Organisers to monitor.</p>	3	1	M	PASMA cards to be inspected prior to the tower being erected.

4. EVENT INFRASTRUCTURE – Working at Height

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Work at height (ladders); There is a risk of falls of personnel from steps, equipment being dropped and the ladder overturning</p>	4.4	Event staff and contractors	2	2	M	<p>Consider the use of a small Access Tower as an alternative work platform.</p> <p>Identify most appropriate means of access equipment for each task by using the HSE Work at Height Tool Kit.</p> <p>Ensure all ladders are suitable for the task and are well maintained.</p> <p>Stepladders for general access only, prolonged work activities to be undertaken from a working platform.</p> <p>Never work from top rungs.</p> <p>Ladder always to be footed however each use should be considered for this requirement.</p> <p>Use ladder on firm flat ground only</p> <p>Ladder not to carry loads other than one person.</p> <p>The use of two ladders with deck between should be avoided.</p> <p>Not to be used for work at great heights.</p> <p>Ladders only to be used for tasks of short duration – 15 to 30 minutes.</p> <p>Ladders to be used as per the manufactures guidelines.</p> <p>Event Organisers to monitor.</p>	2	1	L	

5. Risk Assessment - Catering

5. Catering										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
General Arrangement of Temporary Units: Overcrowding/ Pinch points	5.1	Event staff, contractors and Event attendees	3	2	M	All units to be located in areas where excessively high crowd densities not to be expected and aligned to not obstruct crowd flows. Stall and unit sites to be allocated in advance on to plan showing detail of unit dimensions, materials/food to be sold and of vendors. Unauthorised vendors to be removed from site in liaison with relevant authorities. Units to be grouped and where necessary fences to be installed between and at rear to prevent unauthorised crowd access.	2	1	L	Site Manager to take responsibility for the siting of all temporary units. Event Organisers to monitor.
Generators: Fire and electric shock	5.2	Event staff, contractors and Event attendees	3	1	M	Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of synced generators to be used. No petrol generators to be used. Generators to be located in secure areas away from public. Generators to be secured by using 'Heras' fencing. All generators to have suitable and sufficient fire extinguishers close at hand. Generators only to be provided by event approved Electrical Distribution contractor.	2	1	L	Event Organisers to monitor.

5. Catering

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Cable Runs: Slips, trips and falls	5.3	Event staff, contractors and Event attendees	2	2	M	<p>Minimum number of cable runs to be used.</p> <p>Where possible, these not to be in public areas. If in public areas, acceptable cable covers in high visibility colours to be used.</p> <p>High-level 'goal posts' or similar cable runs preferred.</p> <p>When possible cables should be 'Trenched' In.</p> <p>Event Organisers to inspect</p>	2	1	L	
LPG: Fire and explosion	5.4	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor.</p> <p>Details to be vetted in advance of siting by the Event Organisers.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p> <p>Event Organisers to inspect.</p> <p>Fire extinguishers and fire blankets to be supplied to all food stands and stages.</p>	3	1	M	The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed. As a minimum there shall be 3.5m separations between traders operating with gas.

5. Catering

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Cooking Fire: Fire and burn injuries	5.5	Event staff, contractors and Event attendees	2	2	M	Background of caterers to be checked by Event Organisers for past experience. All caterers to fill out a Pre-Event Safety Questionnaire. Fire fighting equipment to cover normal requirements and to the satisfaction of the Fire Safety Officer will be required. Caterers to be trained/vetted in the use of extinguishing media. Fire extinguishers and fire blankets to be supplied to all food stands and stages. Event Organisers to inspect	2	1	L	
Waste Storage: Fires	5.6	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas. Suitable and sufficient fire fighting equipment to be in place Event Organisers to inspect	2	1	L	
Miscellaneous Trader Hazards: Ejection of materials Sale of unsuitable materials. Unsuitable displays. Fire.	5.7	Event staff, contractors and Event attendees	2	2	M	All traders to complete a basic risk assessment form and indicate scope of activity and sales range. Unsuitable activities to be prohibited. Unsuitable materials/goods - flares, fireworks, etc to be prohibited. Units to be monitored by security for compliance. Structure of trader's units to be checked for stability by Event Organisers.	2	1	L	

5. Catering

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Emergency Situations: Panic, crushing, overcrowding	5.8	Event staff, contractors and Event attendees	3	1	M	Measures in place to reduce possibility of emergencies, fire or collapse to a minimum. In the event of an incident, units are located away from areas of expected excessively high crowd density allowing free movement away from area. Additional fire fighting resources available to deal with small fires before they escalate. Stewards positioned to facilitate localised evacuation. Fire extinguishers and fire blankets to be supplied to all food stands and stages.	2	1	L	

6. Risk Assessment - Temporary Structures

6. Temporary Structures										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Means of Escape (Marquees for public occupation): Panic Crushing Inability to escape	6.1	Event staff, contractors and Event attendees	3	2	H	A suitable and sufficient number of emergency exits shall be positioned around the perimeter of each marquee in accordance with the Regulatory Reform (Fire Safety) Order 2005. Details to be agreed with Event Safety Officer and Fire Safety Officer prior to build. Exit doors (if fitted) shall open outwards and shall be unlocked when the tent is occupied. Panic bolts may be fitted if appropriate. Exits to be stewarded throughout period of public occupation. Suitable and sufficient maintained emergency signage and lighting to be available. FOUND to ensure that contracts with either tent supplier or electrician states responsibility for provision of lighting/signage. Inspection of lighting and signage by Event Organisers as appropriate prior to public use.	2	1	L	Exit doors to be maintained clear inside and outside the tent.

6. Temporary Structures

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Fire: Damage by fire or smoke to persons and/or property	6.2	Event staff, contractors and Event attendees	3	2	H	Keep combustibles to minimum. No storage of combustible or explosive material permitted in tent. Provide suitable and sufficient fire extinguishers and at exit doors. Stewards to be aware of location of extinguishers. Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection. Petrol generators not to be used.	2	1	L	
Temporary Flooring: Slips, trips and falls	6.3	Event staff, contractors and Event attendees	2	2	M	Flooring materials to be laid evenly to avoid any tripping points and be securely fixed. Installer to remain on site until Event Organiser has checked and approved the floor for use.	2	1	L	
Services: Gas, electric, water etc services either overhead or underground Fire, explosion, damage to services	6.4	Event staff and contractors	3	2	H	Site survey to be undertaken to review the locations of any overhead cables and buried services chambers. Marquees to be positioned to avoid these. Service providers to be consulted where there is any doubt relating to the possibility of encountering buried services. CAT Scanners to be used where doubt exists as to the location of Service cables.	2	1	L	

6. Temporary Structures

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Wind Loading: Overload conditions leading to structural instability and collapse	6.5	Event staff, contractors and Event attendees	3	2	H	Weather forecasts to be obtained at regular intervals and, where strong winds are forecast, the high wind procedures specified by the marquee supplier shall be consulted. Where wind gust speeds are predicted to exceed 18m/s or supplier stated figure, the marquee and the immediate area is to be evacuated and secured against re-entry. Marquee dismantling or strengthening may be carried out as determined by the contractor. Event Organisers to monitor wind speeds using an Anemometer and checking BBC/Met office Websites on a regular basis.	2	1	L	

7. Risk Assessment - Event Open Period

7. Event Open Period										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Overcrowding: Consequence of entertainment failure or public disturbance. Drunken disorder. Effects on adjacent areas.</p>	7.1	Event staff, contractors and Event attendees	3	2	H	<p>Capacity of event having regard to site lines and seating/standing arrangements as given in text.</p> <p>Event is ticketed, tickets distributed in advance.</p> <p>Use stewards/barriers to control crowd movements as required.</p> <p>Licensed safe capacity never to be exceeded.</p>	2	1	L	
<p>Emergencies: Hazards from the need to evacuate. Local or area.</p> <ul style="list-style-type: none"> - Consider what may cause and how can be controlled. - Fire – restriction of protected route <p>Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure Terrorist attack - Multiple possible scenarios.</p>	7.2	Event staff, contractors and Event attendees	3	2	H	<p>An evacuation plan will be agreed with the emergency services.</p> <p>Emergency announcements made over PA to give instructions to the public.</p> <p>This to be supplemented with messages relayed using loud hailers.</p> <p>All access routes to be stewarded.</p> <p>Stewarding companies and Event Organisers to be familiar with any event specific evacuation strategy and alarm system.</p> <p>Police intelligence will be relied on to give warnings of any such danger in advance.</p> <p>In the event of a marauding or other such terrorist attack the latest guidance will be followed as issued by CPNI & NaCTSO.</p>	3	1	M	
<p>Hazards arising through unauthorised access to plant, structures and equipment:</p>	7.3	Event staff, contractors and Event attendees	3	1	M	<p>All plant and equipment will, as far as is possible, be contained in secure areas.</p> <p>Event stewards to monitor.</p>	2	1	L	

7. Event Open Period

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Structures: Collapse	7.4	Event staff, contractors and Event attendees	2	2	M	<p>Temporary structures to be suited to their intended use and foreseeable overload conditions, including adverse weather conditions. Refer to assessments for build (3.9)</p> <p>The structures to be erected by contractors who have had their health and safety standards vetted and completion certificates issued.</p> <p>The Event Organiser will monitor conditions on site, as they develop to ensure that design limits not exceeded. To be checked by competent person as appropriate.</p>	2	1	L	
Weather Conditions: Heavy rain, wind	7.5	Event staff, contractors and Event attendees	2	2	M	<p>Heavy rain not likely to have effect on structures or equipment.</p> <p>If adverse weather that can affect structures, i.e. wind etc Event Organiser will have authority to stop all activities until conditions improve.</p>	2	1	L	
Conflicts between pedestrians and vehicles:	7.6	Event attendees	2	2	M	<p>Once the installation has completed there will be no further vehicle access required. As such there will be no event vehicles and all guests are expected to arrive on foot.</p> <p>Ensure that an effective Traffic Management Plan is in place.</p> <p>No vehicles allowed to operate whilst the event is open.</p> <p>Stewards to control and restrict vehicular access</p>	2	1	L	Emergency vehicles accessing the site will always use warning lights and alarms if necessary.

7. Event Open Period

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Disabled Persons: Sight lines poor, crushed, immobile in crowd.</p>	7.7	Disabled Persons	3	2	H	<p>Provide viewing areas where practicable and appropriate.</p> <p>Ensure facilities such as ramps are available for wheelchair users where applicable.</p> <p>Stewards in attendance on disabled ramp where applicable if ramps have been provided.</p>	2	1	L	
<p>Electrical Hazards: Electrocution.</p>	7.8	Event staff, contractors and Event attendees	3	1	M	<p>All electrical equipment and generators to be supplied and installed by reputable, competent contractors. Their standards will be pre-vetted, as will all contractors and a copy of their certificate as to membership of a recognised professional body obtained.</p> <p>All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be away from public.</p> <p>A competent person should certify all electrical installations as to their safety on completion.</p> <p>A competent electrical contractor should be available to deal with any problems should they arise.</p>	2	1	L	A Temporary Electrical Installation certificate will be obtained.
<p>Medical Provisions: Insufficient, unsuitable provisions in place.</p>	7.9	Event attendees	3	2	H	<p>Provide medical cover commensurate with audience numbers.</p> <p>The Event Safety Guide, Chapter 20, will be used to calculate the required provisions.</p>	2	1	L	

7. Event Open Period

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Loss of Light: Unable to see Secondary systems. Lighting for evacuation	7.1	Event attendees	2	2	M	Emergency lighting & emergency exit signage present in all areas. Secondary lighting from stage, and street lighting. Key stewards to be provided with torches. Paths leading away from the festival site shall be well lit to aid safe departure.	1	1	L	
Artists & Performers: Accidents	7.11	Event attendees	2	3	H	All artists and performers are required to provide relevant H&S documentation. The suitability of all activities have been audited by the Event Safety Officer and FOUND. All artists and performers will be subject to the three point search system by security staff.	1	1	L	

8. Risk Assessment - Noise at Work

8. Noise at Work										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Noise: Hearing damage.	8.1	Event staff, and contractors	2	2	M	Work areas where noise expected to exceed 80dB (a) over and 8 hour period to be identified and signed. Exposure to excessive noise levels to be reduced to the minimum, shift systems to be considered. Employers on site to advise event staff accordingly and provide appropriate instruction, information and training in the use of the selected hearing protection. Sound levels to be monitored at the FOH Mixer position. Directional controls to point the sound in to the event area and away from bars and other areas. Bars and stalls to be located well away from stage area. Production Manager to Identify the volume control and request that the Sound Contractor keeps all sound equipment in good working condition and provides details of who can use the volume controls.	1	1	L	Production Manager to monitor. Acoustic consultant employed to advise on all areas of concern.
Noise: Hearing damage.	8.2	Event Attendees	2	2	M	Suitable separation distances to be set between the event attendees and the PA. Physical barriers to be in place to prevent event attendees becoming too close to the PA. The Event Safety Guide recommends 3m as a minimum, this will be adhered to.	1	1	L	Licence noise level conditions to be adhered to. Production Manager to monitor.

9. Fire Risk Assessment

9. Fire Risk Assessment										
Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Fire Hazard - Stages: Death, major injury and damage to property	9.1	Event staff, contractors and Event attendees	3	2	H	All structures to stage/front of house to be of flame retardant substances. Stage/mixer to be equipped with CO ₂ , powder and water extinguishers. All generators to have dry powder. Stewards to evacuate area to allow tenders through if necessary and appropriate. Petrol generators will not be allowed. Evacuation strategy in place Stage to be inspected by Event Organiser.	2	1	L	Fire extinguishers and fire blankets to be supplied to all food stands and stages.
Fire Hazard- Event Infrastructure: Death, major injury and damage to property	9.2	Event staff, contractors and Event attendees	3	2	H	Event stewards to be positioned and continually checking for ignition sources Stewards to patrol event site at open times. To be equipped with an event Radio. Daily inspection carried out by the Event Organiser. Fire points placed in secure locations – all stewards made aware of their positions prior to the event opening. Selected stewards trained in fire fighting procedures. Evacuation strategy in place.	2	1	L	Event site exit values to be calculated using the Regulatory Reform (Fire Safety) Order 2005

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Fire Hazard – Temporary structures/bars: Death, major injury and damage to property	9.3	Event staff, contractors and Event attendees	3	2	H	All temporary structures/bars will be inspected prior to opening by the Event Organisers. The following areas will be inspected: <ul style="list-style-type: none"> • Fire Exits – Suitable and enough properly signed and not obstructed. • Occupancy capacities • Fire Fighting Equipment • Flame retardant Certificates • Stewarding numbers • Emergency Procedures • Combustible materials • Storage of Waste The name and contact details of the Responsible Person will be obtained and passed to the Fire Safety Officer.	2	1	L	
Emergency Vehicle Routes: Becoming blocked or obstructed.	9.4	Event staff, contractors and Event attendees	3	2	H	Emergency Vehicle Routes (EVRs) clearly detailed on site plan. Herne Hill entrance A will be the main access point for Emergency Vehicles. EVRs stewarded at all times event site is open to Event attendees. Stewards policing EVRs to have operational Radios in contact with the Security Control.	2	1	L	Fire Safety Officer to be invited to facilitate practice runs to ensure practicability of EVRs

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
LPG: Fire and explosion	9.5	Event staff, contractors and Event attendees	3	2	H	<p>LPG to be limited to a maximum of one cylinder spare for each one in use at each unit.</p> <p>Vehicles and units to be checked on a regular basis for compliance.</p> <p>Unit operators to submit certification in advance that gas installation has been installed and checked within the last three months by competent approved contractor. Details to be vetted in advance of siting by the Event Organisers.</p> <p>Competence/training of staff in the use/changing of LPG to be vetted.</p> <p>LPG storage facility to be established remote from main event infrastructure at an agreed location.</p>	3	1	M	<p>The Minimum Separation distance for LPG storage as detailed in the LPGA Code of Practice – Section 2, page 13 will be followed. As a minimum there shall be 3.5m separations between traders operating with gas.</p> <p>Event Organiser to inspect.</p>
Generators: Fire and electric shock	9.6	Event staff, contractors and Event attendees	3	1	M	<p>Where possible, consideration should be given to connecting units and lighting to main supplies. Where this is not possible, a minimum number of shared generators to be used.</p> <p>No petrol generators to be used.</p> <p>Generators to be located in secure areas away from public.</p> <p>Generators to be secured by using 'Heras' fencing.</p> <p>All generators to have suitable and sufficient fire extinguishers close at hand.</p> <p>Generators only to be provided by event approved Electrical Distribution contractor.</p>	2	1	L	

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Cooking Fire: Fire and burn injuries	9.7	Event staff, contractors and Event attendees	2	2	M	Background of caterers to be checked by Event Organisers. All caterers to fill out a Pre-Event Safety Questionnaire. Fire fighting equipment for normal requirements and to the satisfaction of the Fire Safety Officer will be required. Caterers to be trained/vetted in the use of extinguishing media. Event Organiser to inspect.	2	1	L	Fire extinguishers and fire blankets to be supplied to all food stands and stages.
Waste Storage: Fires	9.8	Event staff, contractors and Event attendees	3	2	H	Waste storage close to units to be provided in metal skips in secure locations away from main public areas. Suitable and sufficient fire fighting equipment to be in place Event Organiser to inspect.	2	1	L	
Means of Escape: Panic, crushing Inability to escape	9.9	Event staff, contractors and Event attendees	3	2	H	A suitable and sufficient number of emergency exits shall be available in accordance with the Regulatory Reform (Fire Safety) Order 2005. Suitable and sufficient maintained emergency signage and lighting to be available. Inspection of lighting and signage by Event Organiser as appropriate prior to public use.	2	1	L	Exit routes to be maintained clear at all times.

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
<p>Arson: Damage by fire or smoke to persons and/or property as a result of a wilful act.</p>	9.1	Event staff, contractors and Event attendees	3	2	H	<p>Keep combustibles to minimum. No storage of combustible or explosive material permitted.</p> <p>Provide suitable and sufficient fire extinguishers. Stewards to be aware of location of extinguishers.</p> <p>Fabric of tent, drapes, linings and any floor covering to be flame retardant to BS5348 Test 2, BS7157 Annex A, BS7837, BS 5287 Table 1 or BS5867 Part2 Type B as appropriate. Certificates to be available for inspection.</p> <p>Access to combustibles to be restricted to working personnel by stewards.</p> <p>Security to make regular inspections of the festival site.</p>	2	1	L	Petrol generators not to be used.
<p>Emergencies: Hazards from the need to evacuate.</p> <ul style="list-style-type: none"> - Consider what may cause and how can be controlled. - Fire – restriction of protected route <p>Bomb – Evaluate Risk/ disorder localised. Evacuation – collapse of structure</p>	9.11	Event staff, contractors and Event attendees	3	2	H	<p>An evacuation plan will be agreed with the emergency services.</p> <p>Emergency announcements made over PA (back up power necessary) to give instructions to the public.</p> <p>All access routes to be stewarded.</p> <p>Stewarding companies and Event Organisers to be familiar with any event specific evacuation strategy and alarm system.</p>	3	1	M	

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
Portable Electrical Equipment: Sources of Ignition and heat	9.12	Event staff, contractors and Event attendees	3	2	H	<p>FOUND to contract only reputable equipment suppliers.</p> <p>Evidence of PAT testing available upon request.</p> <p>Event staff to visually inspect equipment as installed on site.</p> <p>All equipment to be powered down at the end of the work activity.</p> <p>Event Organisers to monitor.</p>	2	1	L	
Fire Escape Routes: Becoming blocked or obstructed.	9.13	Event staff, contractors and Event attendees	3	2	H	<p>All cables laid flat, matted with heavy rubber matting and taped in place when in public areas whilst the event is open.</p> <p>White/hazard tape to be used to mark trip hazard.</p> <p>Consider alternative route with less traffic.</p> <p>Event Organisers to monitor.</p>	2	1	L	
Power Failure: Lighting failure, evacuation issues	9.14	Event staff, contractors and Event attendees	3	2	H	<p>Maintained emergency lighting to be installed around stage area and exit routes.</p> <p>Emergency maintained Fire Exit signs to be fitted.</p> <p>Key Stewards to be provided with torches.</p>	2	1	L	

9. Fire Risk Assessment

Hazard	Ref:	To whom:	Initial Risk			Control risk by:	Residual risk:			Further action recommended:
			S	L	R		S	L	R	
General Risks:	9.15	Event staff, contractors and Event attendees	3	2	H	<p>Production Manager to limit sources of ignition.</p> <p>Limit sources of fuel – all event infrastructure fabric / drapes / dressing to be treated with a fire retardant.</p> <p>Separate risk assessment to be undertaken when oxidising agents and or oxygen gas cylinders brought onsite.</p> <p>All event staff & stewards to be briefed on proper procedures to be undertaken when discovering a fire.</p> <p>All event staff & stewards to be briefed on evacuation procedure including escape routes.</p> <p>Any flammable substances to be identified and storage agreed with the Production Manager prior to arrival on site.</p> <p>All fabrics to be treated with flame / fire retardant and relevant certificates to be included.</p>	2	1	L	Production Manager to conduct a separate risk assessment where egress routes, signage or fire fighting equipment is obstructed.

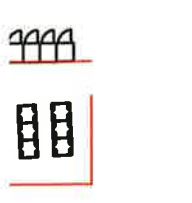
10. Emergency contact list

Name	Position of Responsibility	Company	Contact Number
Will Paterson	Event Manager	FOUND	07958 439 581
Lizamarie O'Sullivan	Operations Manager	FOUND	07809 128 069
Gary Buys	Head of Security	Saber Security	07590 067 717
Yasmin Galletti	Event Organiser	FOUND	07546 106 928
Chris Horner	Safety Officer	HornerSalus	07775 796 496
Craig Murphy	Safety Officer		07834 862 381
Ange John	Site Manager	TBA	07919 493 019
Steve Anderson	Sound Consultant	Anderson Mitchell	07814 944 791
TBA	Head of Bar Team	TBA	TBA
Andrew Robinson	Fire Officer	SEFS	07885 977 005
Paul Saddington	Medical Manager	Quad	07904 706 660

★hornersalus
event safety consultancy

www.hornersalus.com
info@hornersalus.com
020 8954 6333

Sanitation 1
 38x PJs
 4x Urinals



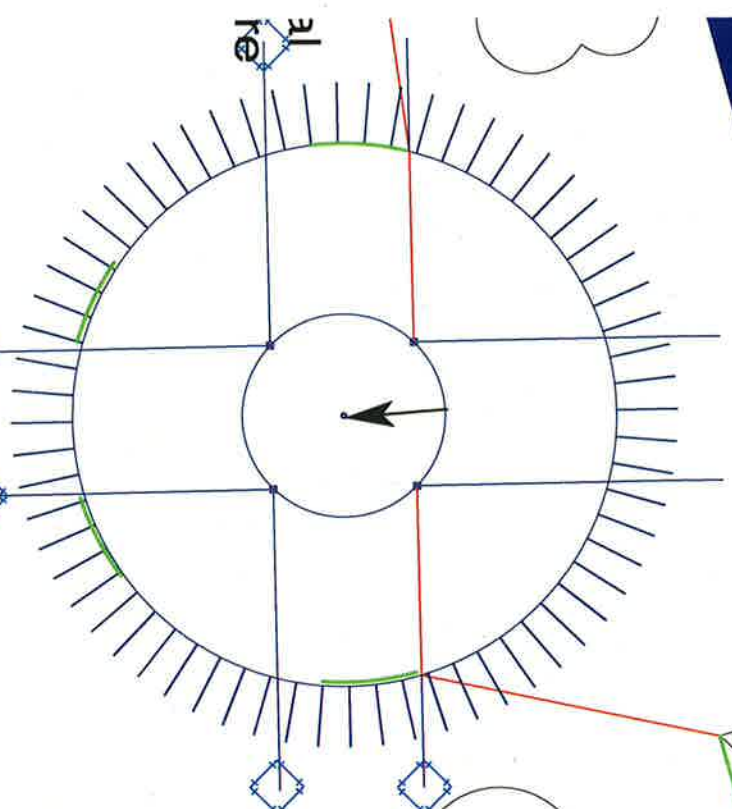
TP1 TP2 TP3 TP4 TP5 TP6 TP7 TP8

Food A
 TP3 TP5 TP7 TP8



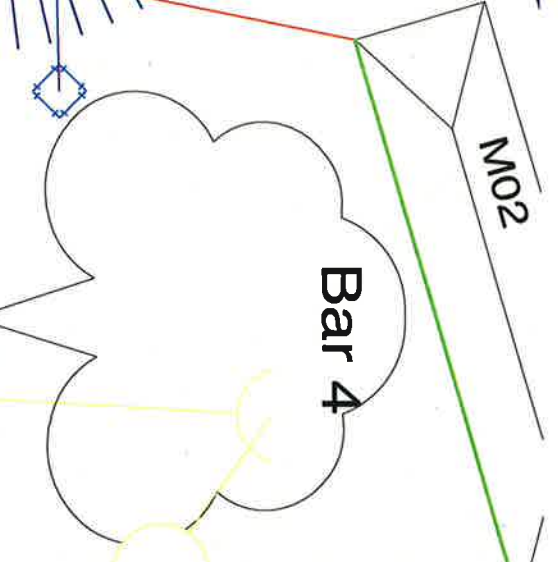
36m Round Big Top
 2000 PAX

Stage 2



5x Token Booths

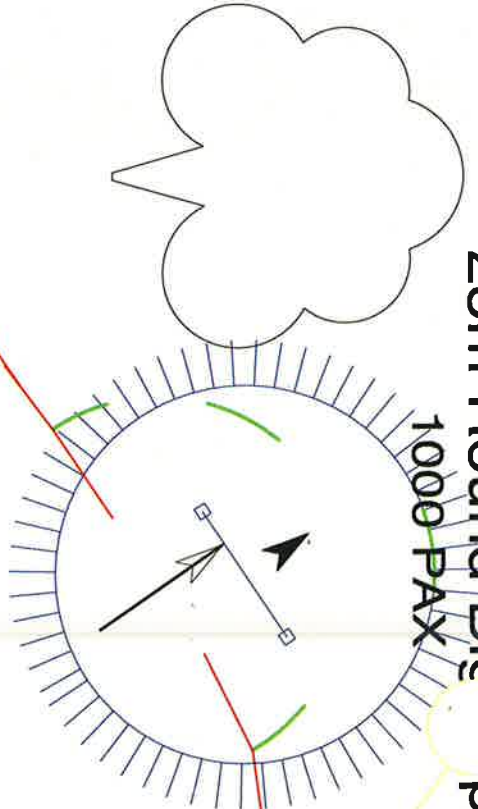
Ice Machine



M02

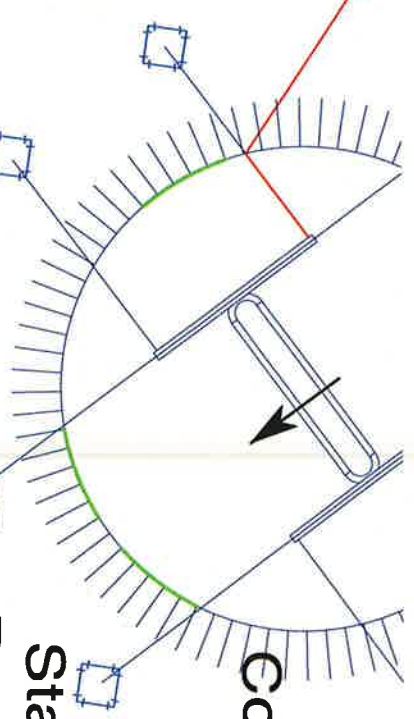
25m Round Big Top
 1000 PAX

Stage 5



Sanita
 38x PJs
 24x Urinals

32m Round
 1500 PAX



Cocktail

Stage 3

