

PullUp Recordings **GEMFEST** 2024

GemFestival Ltd.

Fire Risk Assessment

GemFest 2024 | 14 - 16 June 2024

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02/05/2024



ASSESSORS NAME: Sam Morgan, GemFestival Ltd					DATE OF ASSESSMENT: 02/05/2024		
OBSERVATIONS / HAZARDS	LOCATION	RISK			PERSONS AT RISK	ACTION REQUIRED	
		H	M	L		CURRENT CONTROLS	FURTHER CONTROL ACTIONS
IGNITION SOURCES							
1	Site Vehicles Poorly maintained vehicles and plant equipment during build	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Event Management to ensure all vehicles are to comply with current testing legislation in respect of their type and use.
2	Site Traffic Traffic collision	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Traffic management plan in place with minimal site vehicle movements during event hours. Stewards to monitor any area where vehicle movement is likely to interact with another flow of vehicle movement on -site to ensure safe traffic flow. No contractors vehicles or plant to be reversed without a Steward.
3	Smoking Materials Smoking materials not extinguished properly or near accumulated waste				✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> No smoking permitted inside marquees in line with national legislation Provision of plant pots filled with sand in some locations for proper extinguishing of smoking materials. Positioning of fire extinguishers around the event site. <ul style="list-style-type: none"> Security and stewards to maintain watch for signs of fire

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4	Site Provided Electrical Installations Electrical equipment malfunction	All Site		✓		Participants Artists Contractors Staff	<ul style="list-style-type: none"> • Temporary sources of power will be provided via generators supplied from a reputable company. • All generators earthed and in ventilated area. • All electrical installations to have current compliance certificates. • All electrical installations to be inspected and tested as fit for use by a competent person, in accordance with The Electricity at Work Regulations 1989. • All plugs to be properly fused. RCD protection for outdoor cabling • A reputable company to be used for installing the technical equipment (sound & lights). This company able to produce safety documents (PAT, electrical testing) for all equipment and cabling used. • Electrical cabling to be kept free of combustible material and kept ventilated to prevent over heating 8. All traders to supply certificates showing safety compliance for their electrical equipment 	

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5	<p>Food Traders/Catering Stalls</p> <p>1. Liquid Petroleum Gas (LPG) supplied cooking installations within Food Trade units</p> <p>2. Electric supplied cooking equipment within Food Trade unit</p> <p>3. Radiated Heat from Concession Units</p> <p>4. Catering BBQ grills</p>	Trader Areas			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> All LPG installations to have current compliance certificates as issued by a registered Gas Safe inspection Gas Safe inspector must be qualified to inspect mobile catering traders. Catering units to be designed and built to current regulations and carry proof of inspected by their Local Authority. Fat fryers to be equipped with thermostatic cut out controls and flame failure devices to prevent gas escape and build up. Electric supplied cooking equipment to have current compliance certificates as inspected by a registered inspector. Trade stalls to submit a Fire Risk Assessment and carry appropriate fire extinguishers / blankets Adequate separation between units as controlled by Event Safety Co-Ordinator 	
6	<p>Live In Vehicles</p> <p>Fire caused by electrical or cooking fire in campervans/motorhomes</p>				✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Fire extinguishers in campervan area. Guests bringing live in vehicles encouraged to supply a personal fire extinguisher and fire blanket. Caravans and motorhome should be kept a safe distance from each other (at least 3.5m). 	<ul style="list-style-type: none"> No tents allowed to be erected in campervan area.

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SOURCES OF FUEL							
1 Temporary structures Marquees commercial tents and stage textiles igniting	Stage Areas			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Contract only reputable firms for stage textiles and marquees. All contractors providing textiles to submit proof of fire retardancy of those textiles Traders on site to submit information of fire retardancy of textiles present with their units Structures spaced apart 	
2 Decor Drapes, banners, decor, soft furnishings igniting	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> All drapes and banners etc will be certified to the relevant resisting/retardant standard Soft furnishings in no smoking areas only and away from electrical supply or equipment 	
3 Wood Building materials, pallets. Wood igniting	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Where possible, wood used will be treated with fire retardant to help prevent easy burn Fire extinguishers to be placed with any structure or building containing wood Waste wood to be disposed of in proper waste containers, away from sources of ignition 	

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4	Flammable liquids Cleaning solvent & spirits, alcohols, fuel, paint, cooking oil	Generator Locations & Event Management Areas			✓	Contractors Staff	<ul style="list-style-type: none"> Minimal amount of flammable liquids on site. Only what is necessary for use Cleaning solvents, spirits and paints be kept in dedicated store area with no access by public Bar supply of alcohol to be kept in dedicated store area with access by bar staff only Food Traders' fat fryers to be equipped with thermostatic cut out controls to prevent overheating Generator fuel to be diesel and to be stored in an isolated area, transported in purpose banded containers Minor spills to be promptly cleared using spill kits Major fuel spills to be reported to Event Management. Event Safety Co-Ordinator to be available to deal with initial response. HWFRS and EHO to be notified of any significant spills, for further assistance and guidance 	
5	Flammable gas LPG used by Food Traders, camping gas used by public campers	Trader Areas & Event Management Area		✓		Contractors Staff	<ul style="list-style-type: none"> Minimal use of LPG on site One cylinder in use and one spare per food trade unit. Should a trader be found with more LPG cylinders than they need, the extra cylinders are to be stored in designated, secure and well vented compound within the event management area. 	

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6	Waste Combustible litter, packing materials, waste site build material	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Litter and rubbish receptacles provided throughout the site, which are emptied at regular intervals in order to prevent build up. Contractor hired to litter pick and manage waste on site Litter and waste to be held in a designated area, isolated from public access and away from sources of ignition until it can be removed from the site all together 	<ul style="list-style-type: none"> Regular patrols by Security, Stewards and Event Management to monitor build up
FIRE DETECTION & WARNING								
1	Fire Fire developing unnoticed	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Event Management to identify areas of isolation within the event site with little public or staff/contractor footfall. Security, Stewards and all staff to be briefed to monitor the site, including isolated areas for signs of fire 	
2	Communication systems 1. Failure to notify all persons within the area of a significant fire 2. Failure to notify persons within the area of the need to evacuate part of or the whole of the area	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Through radio systems, PA, megaphone, or/in-person Security & Steward patrols and Site Staff to notify persons in hazard area of proximity to fire Security and Event Management to ensure that the fire hazard area is evacuated. Emergency communication set up with controllers of music sound systems and stages to relay emergency messages to crowd in the event of fire Security or Stewards to be in radio contact with Event Management to receive information about the arrival of emergency services or the call to evacuate an area. 	<ul style="list-style-type: none"> Event to have an Emergency Procedures Plan in place. This plan is to be shared with all staff and contractors.
FIRE FIGHTING EQUIPMENT AND FACILITIES								

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1	Fire extinguishers 1. Fire extinguishers failing to perform 2. Insufficient quantity of portable fire extinguishers 3. Incorrect use of portable fire extinguishers	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> All fire extinguishers serviced in accordance with BS5306 part 3 by a competent contractor. All fire extinguishers refilled in accordance with BS5543 part 1. Appropriate fire extinguishers to be located in all event structures on site and at key site locations as decided by Event Management Traders on-site are required to carry appropriate fire extinguishers at their stalls. Training & instruction given to staff, security and stewards on selection and use of correct fire extinguishers Signs fitted near/on extinguishers, indicating type (CO2, water etc) and suitability 	
2	Other Fire Fighting Facilities Larger fires (structures, vehicles)	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Fires involving either a vehicle, concession unit or structure will be reported to HWFRS 	<ul style="list-style-type: none"> Emergency Procedure Plans to have system for calling for HWFRS assistance
ESCAPE ROUTES								
1	Structures 1. Overcrowding within structures 2. Insufficient or inappropriate exits from structures 3. Blocked escape routes within structures	All Site		✓		Participants Artists Contractors Staff	<ul style="list-style-type: none"> Event marquees to have approximately 25% or more of the sides up to assist with public circulation Any enclosed (sides down) structures to have minimum of two exit points for the public and two for backstage/staff only areas Travel distance to any exit point not to exceed 18 meters. Minimum exit width to be 1.05 meters, but likely to be larger if possible in order to meet calculated exit time Furnishings and technical equipment within structures are not to be positioned in structure exit routes Exit points to be illuminated by regulation green "Running Man" signs. 	<ul style="list-style-type: none"> Security and stewards to monitor structure capacity and exits routes

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2	Open air areas 1. Uncontrolled evacuation of area. Crushing and tripping 2. Large number of people unfamiliar with site 3. Obstructions in Emergency Exits and Escape Routes 4. Obstructions in emergency vehicles access routes. 5. Poor lighting of emergency route 6. Poor ground conditions along escape route	All Site			✓	Participants Artists Contractors Staff	<ul style="list-style-type: none"> Event Management to design site with minimum of two escape routes per arena or field Escape routes to be indicated with regulation green “running man” signs and accompanying arrows positioned at a height as to be visible. Exit points signed as such and illuminated for ease of location during hours of darkness Staff and contractors to be made aware of site emergency procedures and escape routes, during their site induction Escape routes to be free of obstructions and exit points to be positioned in areas where the ground is relatively flat Fire lanes and any gated areas to be of a sufficient width to accommodate emergency vehicles Security and Stewards to maintain clearance of the arrival route & muster points used by emergency services 	<ul style="list-style-type: none"> Security and Steward Plans to include maintenance of exits and evacuation routes.
3	Disabled persons Inability to locate or move along escape routes	All Site			✓	Participants	<ul style="list-style-type: none"> Security, stewards and staff briefed to offer assistance to those with mobility issues Persons in the care of the Medical or Welfare areas to be responsible for ensuring their charges evacuate 	