

Neverworld MUSIC & ARTS FESTIVAL

Leppards Wilderness Farm TN8 7LP

FIRE RISK ASSESSMENT

V2

Document Control	
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This document is intended to evaluate the risk to people and property from fire at the event, NeverWorld organised by Phizzwizzards Ltd and taking place at Leppards Wilderness Farm, Wilderness Lane, Edenbridge, Kent TN8 7LP

It carries out an assessment of the events fire risk in accordance with the guidance set out in the HM Government Fire Safety Risk Assessment Book and makes recommendations to ensure that the event and its organisers meet the criteria of the Fire Safety Order.

1 Levels Of Risk

There are several zones of different risk levels within the event

Inside the marquees on the event site is designated as an area of HIGH risk. The required escape time for this zone is < 5 minutes

Outside the marquees on the event site is designated as an area of LOW risk. The required escape time for this zone is between 5 and 10 minutes.

The campsites are designated as areas of HIGH risk. The required escape time for this zone is < 5mins

2 Places Of Safety

There are several large accessible places of safety within and surrounding the event site. They are open areas on the site and thus can be designated areas of reasonable safety for evacuation.

There is a designated 'Fall Out Zone' area (designated for fireworks) north of the main arena site in a large field, a place of safety that can be used in the event of a full site evacuation, along with another field adjacent to the main car park to the south of the site.

3 Suitability Of Exits

All exits are sufficiently wide and on even ground with no obstacles allowing easy transit away from any area.

4 Travel Distance

The team installing the fire exits in the marquees will be briefed to ensure that the maximum travel distance from inside any marquee to a place of reasonable safety is not less than 18m where there is more than 1 escape route available, and not less than 6.5m when only one escape route is available.

5 Vulnerable Persons

Hearing and Mobility Impaired persons will not be alone at any point (designated cares should be with their charges during the event) and so will have assistance in the event of a fire or evacuation.

People attending the event may possibly have impaired senses due to the effect of alcohol or drugs, so security staff will be on hand to assist with evacuation and the whole site will be overseen by crew staff to raise the alarm in the event of a fire.

6 Emergency Lighting and Signage

Inside marquees and temporary structures all emergency exits will be marked using backlit emergency exit signage. Emergency battery powered floodlights (twinheads) will also be used to provide an uninterrupted source of light in the event of a power failure or shutdown. These will be installed prior to opening by out on site power providers.

Outdoors illuminated banners will signpost exit routes to a place of complete safety.

7 Firefighting Equipment

Fire fighting equipment is provided around the event site and can be used by anyone competent. The following people have received training in how to use the fire fighting equipment and should be called upon in an emergency situation if nearby:

Stage Managers

Power Crew

Security Staff

Production Staff

Site Crew

All concessions attending must carry one 2Kg dry powder extinguisher and one fire blanket as part of their setup. Any deep fat frying units will require one additional 9L Wet Chemical extinguisher and proof of training.

We will provide and maintain a schedule of fire fighting equipment, distributed around the event site, for use by staff in the early stages of tackling a fire, this is available on the site map.

Position	Stand	Bucket	Wet Chemical	Foam	CO2	Powder	Water	Blanket
Security Response Team					1	1	1	1
Generators x 9						9		
Tower Lights x 4						4		
Food Traders x 8	8		8		8			8
Craft Trader Area							3	
Bag Check Marquee	1				1		1	
Wristband Check Marquee	1				1		1	1
Campsite Info	1				1		1	
Skull Ridge DJ Stage (Booth)					1			
Position	Stand	Bucket	Wet Chemical	Foam	CO2	Powder	Water	Blanket
Skull Ridge Live Stage (indoor)					1		1	
Cabaret Stage (Indoor)					1		1	
Arcade (Indoor)					1		1	
First Aid Tent					1		1	

Crew catering	1				1		1	
Camp site	6	6		6			6	
Luxury camp site	2	2		2			2	
Crew camping	6	6		6		6		
Press Tent					1		1	
Dressing Room Cabin					1		1	
Promotors Office					1			
Public Bar (Indoor)					1		1	1
Neverwoods Main Stage (Outdoor)					1		1	
Neverwoods FOH Tent					1	1		
Neverwoods Live Stage (Indoor)					2		2	
Position	Stand	Bucket	Wet Chemical	Foam	CO2	Powder	Water	Blanket
Kids Area (dependant on structures)					1		1	
Cinema (Indoor)					1		1	
Beach stage (Outdoor)					1		1	
Production Office			1		1	1	1	1
Car park	3	3			3		3	
Crew car park	1	1			1			

Additional fire points will be positioned around the campsite providing buckets of sand and water. These will be clearly signposted and easily accessible.

8 Fire lanes

The camp site and main area we will have designated fire lanes. The fire lanes will be clearly mark with in the campsite and parking areas. Security staff will be patrolling the camp site during key arrival times to ensure that attendees are not erecting tents within the designated fire lanes.

9 Emergency Evacuation Plan

An emergency evacuation plan has been written and all staff and contractors will be briefed on their roles within the plan and how it works in practice on the event site as part their site induction.

Posters will also be displayed to give public and artists and untrained crew information on how to raise the alarm in an emergency situation and the evacuation routes to be followed.

10 Staff Training

Staff training will be delivered to event staff, crew, contractors and security as part of their site induction including:

- What to do on discovering a fire.
- How to raise the alarm.
- What to do upon hearing the fire alarm.
- The procedures for alerting members of the public and visitors including, where appropriate, directing them to exits.
- The arrangements for calling the fire and rescue service;
- The evacuation procedures for everyone to reach an assembly point at a place of total safety.
- The location and, when appropriate, the use of fire-fighting equipment.
- The location of escape routes, especially those not in regular use.
- Where appropriate, how to stop machines and processes and isolate power supplies in the event of a fire.
- The safe use of, and risks from, storing or working with highly flammable and explosive substances.
- The importance of general fire safety, which includes good housekeeping.

11 Sources Of Ignition, Fuel and Oxygen

The attached tables assess the risk to the event by looking at the sources of ignition, fuel and oxygen and understanding the likelihood of fires starting, the risk to people from fires starting and suggests preventative measures for both.

Attendees will not be allowed to bring any gas canisters in excess of 240g onto site. BBQ's and small stoves will be permitted but must be raised from the ground using fire bricks, which will be provided and inspected by the security response team and campsite volunteers.

A safe disposal bin, separate from general refuse and fireproof will be available for the disposal of used barbeques.

Cigarette Butts Bins will be provided.

All grass will be cut short prior to public access and the grass clippings will be removed to prevent vehicle fires igniting due to hot exhausts and catalytic converters.

As part of the event we will have a designated camp fire adjacent to the main arena entrance. This campfire will be manned by a trained member of staff at all times who will be deployed adjacent to a fire point.

12 Fire Safety Checklists

The attached tables assess the risk to the event by looking at the sources of ignition, fuel and oxygen and understanding the likelihood of fires starting, the risk to people from fires starting and suggests preventative measures for both.

The Following checks will be conducted at 0800, 1500 and 2000 of each event day.

- All exits and gateways are unlocked and clear
- All exits are clearly signposted and illuminated
- All exits lead to a place of safety, and that the place of safety is clear

Roaming security teams will be carrying fire fighting equipment and will be monitoring all areas to minimise the risk of any fires breaking out.

Daily Checks	Checked By
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Fire exits are unlocked and fire routes are clear to the point of safety.	
Safety signs and notices are legible.	
Emergency lighting is working.	
Fire extinguishers are present and have not been used.	
Staff are in place.	

13 Emergency Evacuation Routes

Emergency Evacuation routes will be commuunicated on a dynamic basis dependant on the nature and location of the threat.

The Indoor venues will be individually assessed as they are built as to how many emergency exit points they require as the build process may highlight unforeseen factors that require additional signage, lighting or exits.

Area Name	Description	Intended Capacity	Risk Level	Escape Time (min)	Flow Rate (ppl/min/m)	Total Exit Width Required (m)	Planned Number Of Exits / Width	Notes
Event Arena	Outdoor	5000	LOW	10	109.00	4.59	2 exits of minimum width 5m	
Neverwoods Realm	Outdoor	4000	LOW	10	109.00	3.67	2 exits of minimum width 5m	
Mermaids Lagoon Realm	Outdoor	1000	LOW	10	109.00	0.92	2 exits of minimum width 3m	
Skull Ridge Realm	Outdoor	1000	LOW	10	109.00	0.92	2 exits of minimum width 3m	
The Goldmine	Outdoor	400	LOW	10	73.00	0.55	2 exits of minimum width 1.05m	
Wondersands Beach	Outdoor	300	HIGH	5	109.00	0.55	2 exits of minimum width 1.05m	Surrounded by Straw Bales which increases risk to high
Bangarang Stage	Outdoor	3000	LOW	10	109.00	2.75	4 exits of minimum width 2m	
Campsite	Outdoor	3000	HIGH	5	109.00	5.50	2 exits of minimum width 5.5m	Campsite

Family Campsite	Outdoor	200	HIGH	5	109.00	0.37	2 exits of minimum width 3m	Family Campsite
Crew Campsite	Outdoor	400	HIGH	5	109.00	0.73	2 exits of minimum width 1.05m	Crew Campsite

14 Raising The Alarm Posters

FIRE ACTION

1. ALERT THE NEAREST STEWARD OR CREW MEMBER

2. LEAVE BY THE NEAREST AVAILABLE EXIT

3. FOLLOW EXIT SIGNS TO THE ASSEMBLY POINT

4. DO NOT RUN DO NOT TAKE RISKS

15 Event Site Status

At all times the event will be given one of the three following status levels. Event Control will be responsible for monitoring radio communications and escalating or deescalating the event site status.

Green: Normal Operation

The event site is operating under normal circumstances.

Green status incidents might require the assistance of onsite teams such as security, medical, power or marquees.

The chain of command remains normal, with Event Control acting to co-ordinate the resolution of routine incidents.

Amber: Emergency Response

The event site is operating to resolve an actual or potential emergency situation. This might involve a bomb threat, fire, medical emergency, and adverse weather conditions.

Amber status incidents might require the emergency services to attend in addition to the assistance of onsite teams. Event Control will make the decision to seek their advice and/or assistance.

The chain of command remains normal; Event Control will be responsible for co-ordinating onsite resources and requesting the assistance of the emergency services.

Event Control or head of security in consultation with the RA's will be responsible for making the decision to conduct a partial or full evacuation as part of the emergency response.

If the situation can be resolved the site status can be changed back to green, however the situation may require the curtailment of the event. The decision to curtail the event is to be taken by the Event Organisers.

Red: Major Incident

The event site is operating to resolve a major incident.

Red status incidents are those that; involve the treatment and rescue of a large number of severe casualties, require a joint response from two or more of the

emergency services, or require the support of the local authority and emergency services to cater for the threat of death, serious injury or homelessness of a large number of people.

The chain of command changes. A transfer of authority form will be used to hand control of the event and available resources to the Senior Police or Fire Officer. Event Control will be responsible for supporting the controlling officer's decisions by; coordinating onsite staff and resources, providing information, recording incident details and assisting in an evacuation as necessary.

If the situation can be resolved and the event can continue, control of the event will be transferred back to the Event Control. If the situation requires the curtailment of the event, the decision is to be taken by the Event Organisers with the guidance of the controlling officer and the Event Control.