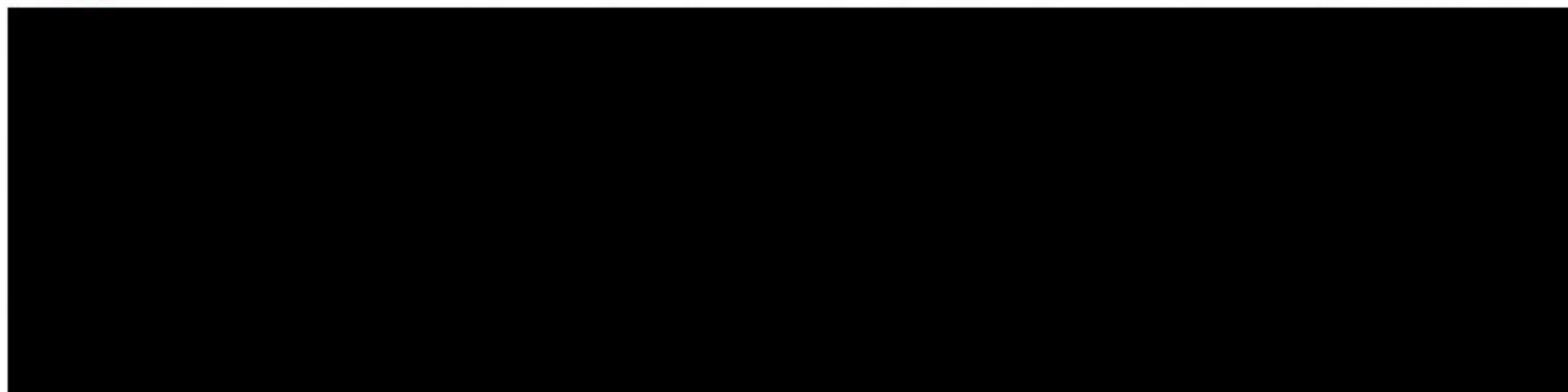


**FIRE RISK ASSESSMENT FOR  
PROSECCO IN THE PARK**

May 2019

**PROSECCO  
IN THE PARK**  
*Film & Fizz Festivals*



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**PREMISES DETAILS**

Premises address	Priory Park, Priory Road, Chichester, PO19 1BL
Responsible person	Mr. Tony Nash – Site Manager
Use	Set up and staging of a family film and fizz festival.
Build times	26 <sup>th</sup> September 2019 0700hrs to 27 <sup>th</sup> September 2019 1400hrs
Break times	29 <sup>th</sup> September 2019 1830hrs to 30 <sup>th</sup> September 2019 1800hrs
Show times	27 <sup>th</sup> September 2019 1700hrs to 29 <sup>th</sup> September 2019 1830hrs
Name of assessor.	Mr R Barton – [REDACTED]
Training	CMIOSH
Date assessment carried out	25/05/19
Review date	26 <sup>th</sup> September 2019 – On Site

**HAZARDS**

Possible sources of ignition including action taken to reduce the risk:	
<b>Hazards identified</b>	Heat generated by power generators.
<b>Existing control measures</b>	No smoking policy on the site by staff. Access to vulnerable areas restricted. Fire extinguishers installed in vulnerable areas. All staff made aware of extinguisher locations.
<b>Action required</b>	

<b>Sources of fuel including action taken to reduce the risk:</b>	
<b>Hazards identified</b>	Inflammable waste Dry grass
<b>Existing control measures</b>	Surplus equipment kept in store areas. Keep all areas clean of all waste Stewards report any concerns to Event Control
<b>Action required</b>	

<b>Details of any hazardous substances present:</b>	
<b>Hazards identified</b>	Diesel and petrol
<b>Existing control measures</b>	Extinguishers installed prior to event Staff made aware of all fire points. Create single point of storage for the fuel.
<b>Action required</b>	

<b>Hazards from work processes - details including action taken to reduce the risk:</b>	
<b>HAZARDS IDENTIFIED</b>	Refuelling
<b>EXISTING CONTROL MEASURES</b>	Extinguishers installed prior to event as above Create a single point for fuel storage and refuelling
<b>ACTION REQUIRED</b>	

**HISTORY**

History of any previous fires affecting the premises:	
Details	No fires reported at ASL events.
Action required	

**MITIGATING THE EFFECTS OF FIRE**

<b>Means of fighting fire:</b>	
<b>Details</b>	Portable extinguishers to be situated throughout the event appropriate for the risk. Nominated staff to receive training in the use of the equipment.
<b>Matters of concern</b>	
<b>Action required</b>	

<b>Means of segregating areas of higher fire risk</b>	
<b>Hazards identified</b>	Power plants to be in a fenced compound away from potential sources of ignition.
<b>Existing control measures</b>	
<b>Action required</b>	

**OCCUPANTS**

<b>Occupant characteristics</b>	
<b>Details of occupants</b>	Most employees have worked for the company at events for over 5 years and are familiar with procedures. New employees and subcontractors receive induction training. All visitors are signed in and accompanied throughout their stay. Contractors would be supervised by the ASL production/site manager who would monitor work as necessary.
<b>Details of visitors</b>	The event is aimed at a family audience so there will be a mix of adults and children.
<b>Action required</b>	Ensure that all staff are aware of the event fire policies and alarms. All staff and visitors are to undergo induction for build and break times.

**RAISING THE ALARM**

<b>Means of detecting &amp; giving warning of fire</b>	
<b>Details</b>	All fires to be notified to Production/Site Manager. All areas will have radio contact to Event Control
<b>Matters of concern</b>	
<b>Action required</b>	Maintain existing measures Notify staff of event policies and positions of extinguishers and alarms points Test radio communications on a regular basis

**ESCAPE ROUTES**

<b>Escape routes and exits available for occupants</b>	
<b>Existing provision</b>	Exits will be clearly marked as Fire Exit Points.
<b>Matters of concern</b>	
<b>Action required</b>	Erect signs at a height so as to be visible from within the site.

**EVACUATION PROCEDURES**

<b>Emergency action plan</b>	
<b>Existing procedures</b>	Policy is to raise the alarm and evacuate areas. Only persons who are trained will attempt to fight fire and only if it is deemed safe to do so after raising the alarm. The alarm will be given over the public address system and all on site staff will be briefed in the evacuation points and method for the public. There will be two exit points which have been calculated to clear the site within a three-minute window.
<b>Matters of concern</b>	
<b>Action required</b>	Determine the best areas outside of the site to be designated as muster points.

<b>Procedures in place to monitor and review fire safety procedures at the events</b>	
<b>Details</b>	H&S manager regularly audits and reviews procedures as necessary and whilst at the venue. Reports directly to company managing director. Staff training includes fault reporting procedure.
<b>Matters of concern</b>	
<b>Action required</b>	

**MAINTENANCE OF EQUIPMENT**

<b>Maintenance programme for preventative &amp; protective measures</b>	
<b>Details</b>	All staff aware of defect reporting system to the Production Manager. All ASL owned extinguishers regularly checked and maintained.
<b>Matters of concern</b>	
<b>Action required</b>	

**TRAINING**

<b>Fire safety training provided for relevant persons</b>	
<b>Details</b>	All staff are briefed in evacuation procedures on induction at each event. Nominated staff are trained in the use of extinguishers.
<b>Matters of concern</b>	
<b>Action required</b>	

**CO-OPERATION & CO-ORDINATION**

<b>Procedures in place to ensure co-operation and co-ordination between occupiers of relevant premises</b>	
<b>Details</b>	Meetings and agreements in place between the event H&S department, ASL Production Manager and ASL H&S Manager.
<b>Matters of concern</b>	
<b>Action required</b>	

<b>Procedures in place for any necessary contact with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.</b>	
<b>Details</b>	Emergency services are notified of the event in advance. Medical staff are on site during all show times. First aid at work trained staff are on site at all times
<b>Matters of concern</b>	
<b>Action required</b>	

## CONCLUSIONS

<b>Conclusion</b>
<p>Escape routes are maintained free of combustible materials; therefore, the most likely fire would occur in the power supply areas and catering units. Staff are trained and would raise an alarm by notifying the Production Manager who would notify the venue staff. Remaining staff would evacuate. If safe to do so trained staff would attempt to extinguish a fire.</p> <p>The production/site manager is responsible for making sure that measures are in place throughout the build and break periods with a final inspection with the H&amp;S Manager prior to admittance of show personnel.</p>
<b>Action required:</b>

