

FIRE RISK ASSESSMENT

POLICY STATEMENT

Our policy is to protect all persons including employees, customers, contractors and members of the public from potential injury and damage which might arise from fire at our premises.

We will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees. We will provide all information, training and supervision required for this purpose.

This policy has been signed by a director to demonstrate our commitment to fire safety and to compliance with all legal requirements.

Signed by Gary Mallinson for and on behalf of The Lock In CIC

Date: _____

GENERAL INFORMATION

Responsible person	Gary Mallinson
Business name	The Lock In CIC
Address	121 Duke Street, 3rd Floor Ramsden House, Cumbria, LA14 1XA
Assessment date	

Date of review with Responsible Person

THE PREMISES	
What are the Premises used for?	As a licenced Festival Site
Approximate area in m ²	200 m ²
Number of floors	0
Number of floors below ground	N/A
Describe the Building's and construction	The Building comprises Collapasable Festival Infrastructure, Mobile Stages, Mobile traders, toilets and marquees constructed on site. The Premises comprise the whole of the Building.
Level of fire risk	The Premises are considered to be medium risk in the event of fire.
A PLAN OF THE PREMISES IS ATTACHED TO THIS FIRE RISK ASSESSMENT (THE PLAN).	

OCCUPIERS AND VISITORS	
What times are the Premises in use on weekdays?	Between 11am and 11pm as the site is being built
What times are the Premises in use at weekends?	11:30 to 00:30 main body of staff and festival attendees, moving to skeleton key and security staff on site overnight. So site will be 24/7 active from Thursday the 8th of July Through to Monday the 11th of July
Are there any occupiers out of working hours?	The following people: <ul style="list-style-type: none"> ● Security Staff, Marshalls and Managerial Staff <p>are likely to be at the Premises between 23:00 and 11:30 on the following days:</p> <ul style="list-style-type: none"> ● Friday ● Saturday ● Sunday

Appendix 2

What is the maximum number of persons at the premises on weekdays?	0
What is the maximum number of persons at the premises during the weekend?	5,000
Do any of the occupiers have mobility issues? If so, describe them.	N/A

FIRE HAZARDS AND CONTROL MEASURES SOURCES OF IGNITION			
Source of ignition	Location	Control measure(s)	Suitable? (Y/N)
Cooking facilities	Kitchen of Traders	Fire Blankets, relevant extinguisher and individual trader fire process	Y/N
Heaters	Control Centre	Relevant Fire Extinguishers, Fire blankets and explicit fire process on display	Y/N
Electrical equipment (eg power sockets)	Stages 6, Traders 14, control centre, green room and any other areas	Pat Testing, certification on safety on all generators. Suitable fencing to ensure public do not have any physical access	Y/N
Lighting equipment	Throughout Site	Pat testing, fencing to ensure no public access	Y/N
Smoking materials	N/A	None at this moment to be brought onto site. If this changes we will update fire risk assessment and inform fire and police services.	Y/N
Arson	Bin Stores	To ensure no naked flames or combustion points anywhere close to any bin store.	Y/N
Other sources	Generators hold Diesel Fuel so each will be fire assessed properly by Mick McGurk both days of festival stage	To be checked for safety certification via third parties and memorandum of safety. To be fenced away from public access, to ensure any associated fuel is safely stored.	Y/N

Appendix 2

If you have answered NO in respect of any existing control measures, complete the details below.			
What needs to be done?	Who is responsible?	By when?	Sign and date when completed

SOURCES OF FUEL (WHAT MIGHT BURN?)			
Source of fuel/oxygen	Location	Control measure(s)	Suitable? (Y/N)
Paper/cardboard etc	Control centre, Traders	Paper is stored on shelving with no sources of ignition nearby.	Y/N
Furniture and fittings (eg curtains)	Traders	All soft furnishings are fire retardant.	Y/N
Electrical equipment	All areas	All electrical equipment PAT tested annually.	Y/N
Flammable liquids/gases (eg oils, solvents)	Generators and fuel storage	None.	Y/N
Waste materials	All areas and bin sites	Waste materials are stored in Bin Store .	Y/N
If you have answered NO in respect of any existing control measures, complete the details below.			
What needs to be done?	Who is responsible?	By when?	Sign and date when completed

WHO IS AT RISK?			
What is the risk?	Location	Control measure(s)	Suitable? (Y/N)
People with disabilities (including mobility, hearing, vision impairment)	All	All exits must be provided with suitable ramps for wheelchair users. All exits must be provided with suitable signage and lighting for the visually impaired. Members of staff have been designated to assist disabled persons to evacuate safely in the event of a fire.	Y/N
Staff working alone	Control Centre, Steward points	Flexible working arrangements means that staff may sometimes be working alone. All staff have been trained in procedures applicable in the event of fire.	Y/N
Visitors unfamiliar with the Building	Backstage and control centre	Visitors must be accompanied at all times by a member of staff.	Y/N
Contractors	All	Contractors must provide a method statement, sign in and sign out and be given instructions on what to do in the event of a fire.	Y/N
If you have answered NO in respect of any existing control measures, complete the details below.			
What needs to be done?	Who is responsible?	By when?	Sign and date when completed

FIRE FIGHTING AND DETECTION	
Fire warning system	Electric fire alarm meeting BS 5839.

Appendix 2

Emergency lighting	Maintained
Other fire preventing methods	None
Fire extinguishers, hose reels and fire blankets	As shown on the Plan.
Fire resisting construction to secure the means of escape	As shown on the Plan.
Fire escape routes and exits	As shown on the Plan.

PROCEDURES AND TRAINING	
How will people be warned if there is a fire?	Shouted local warning, all stage managers to announce on stages and immediately shut off music.
What should staff do if they discover a fire?	Staff should raise the alarm by shouting a fire warning.
What is the evacuation procedure?	The fire warden(s) will direct evacuation
Who are the fire wardens?	Mick Mcgurk, Malcolm Lingard, Gary Mallisnon, David Black and Iain Wright
Where should people assemble, and how will evacuation be checked?	The Assembly point is The Assembly point field just before entry which will be clearly marked, also the two adjacent field exits which will be clearly marked.. The fire warden(s) will check names off on the staff register and visitors book
Have you provided instructions and training to staff?	Y/N
How often are fire drills carried out?	Daily

FIRE SAFETY RECORDS	
Do you have records of fire drills, staff instruction and training?	Will be kept in control center
Where are those records kept?	In the control center and with all key personnel
Who is responsible for maintaining them?	Iain Wright

Appendix 2

EVALUATE, REMOVE, REDUCE AND PROTECT			
Evaluate your fire safety precautions.			
Are possible ignition sources kept separate from combustible materials?			Y/N
Are possible ignition sources controlled to minimise the risk of fire?			Y/N
Would a fire be discovered quickly?			Y/N
Will everybody be warned of the fire immediately?			Y/N
Is escape possible in more than one direction?			Y/N
Can everyone escape (with or without assistance)?			Y/N
Are the exits easy to identify and reach?			Y/N
Are escape routes free from obstruction?			Y/N
Do fire escape doors open outwards?			Y/N
Are fire escape doors easy to open?			Y/N
Is the alarm system tested and maintained in accordance with the relevant British Standard?			Y/N
Is the emergency lighting system tested and maintained in accordance with the relevant British Standard?			Y/N
Are fire extinguishers tested and maintained in accordance with the relevant British Standard?			Y/N
If you have answered NO in respect of any existing control measures, complete the details below.			
What needs to be done?	Who is responsible?	By when?	Sign and date when completed

REVIEW

Date of next review: 22 April 2023