



HOMEground 2021
First Street

28th May – 15th August

EVENT FIRE RISK ASSESSMENT



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1	PREMISES DETAILS	
<u>ADDRESS</u> First Street, Manchester, M15 4FN	<u>USE OF PREMISES</u> HOMEground Event	<u>PERSON IN CONTROL</u> John Gilchrist Tel: 07815831079 Email: jon.gilchrist@homemcr.org
	<u>Risk assessment compiled by:</u> Engine No.4 On behalf of and based on information provided by HOME	

2	STATEMENT OF POLICY
HOME acknowledges that it has a responsibility to the health and safety of its employees (i.e. all people contracted to work or provide services to the company), volunteers, visitors and members of the general public attending the event. This responsibility is an essential part of the duties of all members of the company, and in particular, those who act in a managerial or supervisory capacity. Safety considerations are as important as all other operations that the company performs. The Company will seek to encourage employee participation in the formulation and implementation of safe working practices. The standards for the provision of services are, where reasonably practicable, in accordance with HSG195 The Event Safety Guide (commonly known as the Purple Guide), the Health and Safety at Work Act 1974, the Regulatory Reform (Fire Safety) Order 2005, Managing Crowds Safely and specific risk assessments and health and safety policy documentation from the contractors employed to provide services for the event. The organisers also expects its employees and contractors to recognise their individual duty under the same legislation, to take care of the health and safety of themselves, their colleagues and all other persons who may be affected by their activities.	

3	MANAGEMENT SYSTEMS
	The fire risk assessment is undertaken to monitor and ensure that adequate systems, control, and equipment are in place. Significant findings will be recorded and any deficiencies that have been identified will be prioritised and rectified accordingly. Although HOME has overall responsibility for fire safety matters, senior members of staff from their partners and contractors have responsibility for ensuring that all systems and procedures relating to fire safety as detailed in this document and their own safety documentation are present, adhered to and monitored. HOME will be responsible for: • Ensuring that competent persons or contractors undertake all protective and preventative measures as described in the fire risk assessment. • Ensuring compliance with all statutory requirements • Documentation relating to fire safety is maintained and reviewed when there is a significant change to working practices that introduce new hazards or increase the level of risk. • Records relating to procedures are maintained as required. • Information and training is provided to all employees where required. • Ensuring all work that may have an effect on the safety of other site users is communicated to those concerned.

4	DESCRIPTION OF PREMISES
	HOMEground will be takeover a privately owned site at First Street Manchester during 28 May – 15 Aug. The event will run for a 12 week period and will be open to the public 7 days a week. Due to the current COVID-19 situation, the event plan and layout has been created in order to be able to accommodate the relevant and necessary health and safety precautions required to run the event safely and COVID-19 compliant. The event will focus on 3 key areas within the site which will be managed separately via different management systems to allow for the relevant safety precautions to be put in the place for each area/activity. ● Showground (Outdoor Theatre space) – This is an open air theatre programmed with live theatre performances and shows throughout the event period ● The Food and Drink Terrace – A designated area to for eating and drinking. A number of food and drink concessions will serve food and drink for consumption on site in an outdoor restaurant style set up. ● The Gallery – This area is for private and corporate events only and will not be open to the general public Structures to be constructed are; ● Fencing ● Marquees/Tents ● Food concession vehicles/Gazebos ● Stages ● Scaffolding for décor ● Scaffolding for booth seating
	<u>DATES & OPENING TIMES</u> The event will operate from 28th May – 15th August 2021 The venue will be open to the public as per the below opening times: Monday – Thursday: 5pm -10pm Friday: 5pm - 11pm Saturday: 12pm - 11pm Sunday 12pm - 10pm

OCCUPANCY

- There will be no more than 1300 people on site at any one time.
- Security and staff will monitor the capacity of the site throughout.
- There is sufficient space across the site for the expected attendance.

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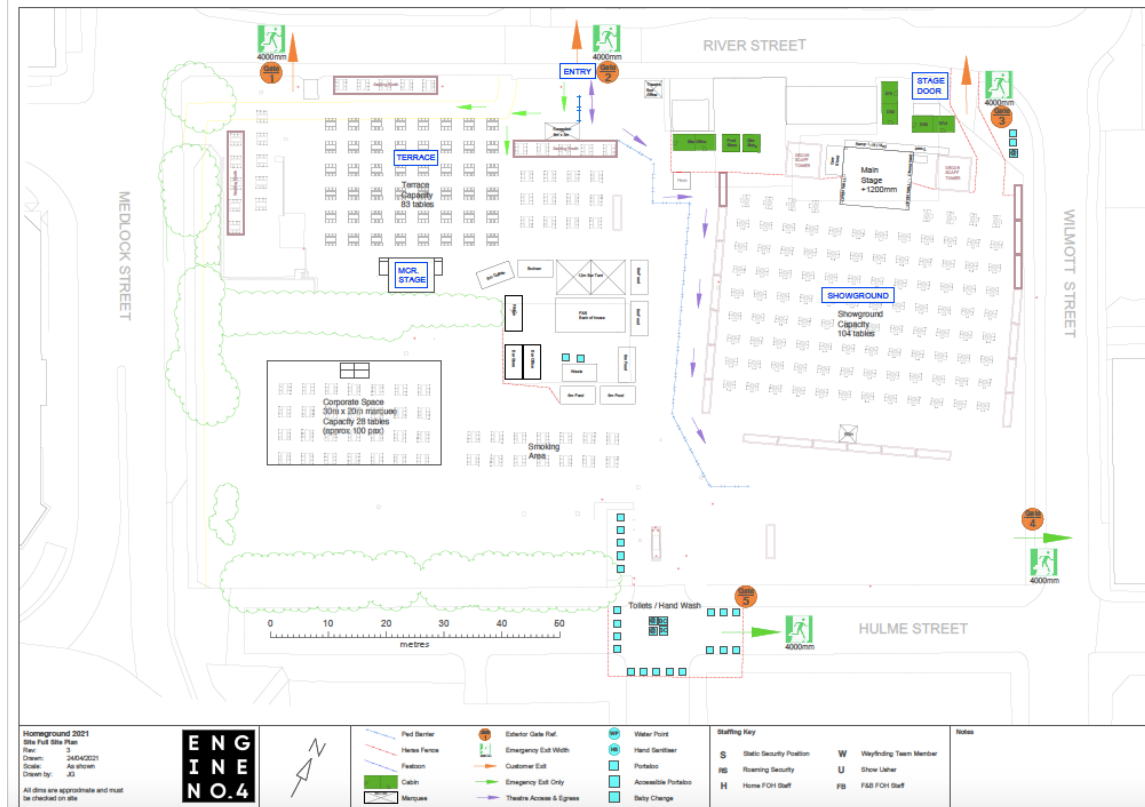
FIRE SAFETY WITHIN THE SITE

- Fire safety on site will be the responsibility of the duty manager with the support of the F&B operators and the designated security contractor.
- All F&B operators are required to carry out a fire risk assessment on their unit and submit it to the organisers prior to arrival at site. A copy the documentation kept in their area and will be available for inspection.
- F&B operators must be trained in the correct and safe procedures for changing gas bottles.
- Leak detection spray will be available.
- F&B operators will be allowed to carry, at their stall, sufficient LPG to allow them to carry out their business. Additional spare cylinders and/or empties will be stored in a gas cage on site. Stock levels will be kept to a minimum at all times.
- The nature of the evacuation will be dependent upon the location and scale of any incident and will be managed in stages. SIA security staff will manage and direct people in case of an evacuation.
- Crew and event staff will have a site induction upon arrival, which will include information on fire safety and evacuation procedures.
- Fire safety equipment including: fire fighting equipment and fire safety signage will be installed according to need and level of risk.

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PLAN

A site plan detailing the event arena is provided.



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HAZARDS

Fire safety has been considered at all stages of the planning process with a view to reducing the level of risk.

Systems of work have been developed and agreed and form part of the terms and conditions for all contractors and concession holders.

Marquees

Sources of Ignition

- Smoking
- Electrical equipment, including failure of systems.
- Lighting
- Arson

Controls

- Smoking is not permitted inside any structure, the terrace or showground
- Appropriate fire fighting equipment located as required and in secure locations to control the risk from public tampering.
- Lighting will be positioned away from dressing materials
- All fabrics comply with current BS standards and are flame retardant.
- Constant monitoring of the tents and stage areas by security staff with a pass system in place. The site will be staffed 24/7 from arrival on site.
- All electric supplies will be installed by a competent contractor and fitted with appropriate trip protection devices.
- All equipment provided is to be fit for purpose and, where appropriate be tested and maintained with manufacturers recommendations, legal requirements and accepted good practice.

Sources of Fuel

- Fabrics / drapes / dressing
- Waste and litter
- Structures

Controls

- All structures are supplied by reputable contractors and comply with any relevant standards relating to their design and use.
- All supporting poles, frames, guys, anchors and fastenings should be regularly tested by the supplier and maintained in a safe condition. The structure should be erected by a competent person and should not readily collapse when exposed to fire
- All materials being used in finishing and furnishing should either be non-combustible or non-flammable in accordance with BS 5852, BS 7176, and BS 5867.
- Dressing will be positioned away from any potential sources of ignition and will not impede the flow of people around the area.
- Cleansing contractors will be on site throughout the event and ensure combustible materials are not allowed to accumulate.
- Flammable liquids, gas etc. will be stored in a secure area of the site remote from other potential sources of fuel.

Work Processes

- Use of electrical equipment.

Controls

- All equipment will be suitable for the purpose for which it is intended and will be used in the correct manner by trained operatives.
- Equipment will be tested as required and will be visually inspected during installation.
- All systems, where applicable will be left in a safe state at the end of each working day.
- Contractors are required to notify the site office of all hot works so that appropriate control measures can be put in place.

Catering Stalls

Sources of Ignition

- Electrical equipment.
- Gas Cooking equipment
- Open flame / Barbeque

Controls

- All concession holders must complete a Fire Risk Assessment prior to arrival at site to indicate their systems and procedures relating to fire safety.
- Traders have to provide copies of all relevant and current test certificates for their gas and electrical equipment.
- Stalls will be checked by the Concession Manager and monitored throughout the event.
- All electric equipment – to the point of supply, will be installed by a competent contractor and fitted with appropriate trip protection devices.
- Event management and security staff will monitor the stalls and site throughout the period of operation

Sources of Fuel

- Waste
- Flammable liquids / Gas canisters
- Structures and catering units
- Food stocks

Controls

- Cleansing contractors will be on site throughout the event and ensure combustible materials are not allowed to accumulate.
- Caterers are required to keep their units clean and serviceable avoiding the build up of any fat deposits that may create a fire risk. Details of all catering traders are passed to Environmental Health to ensure that they are complying with current regulations and are not subject to any current prohibition orders via their local authority.
- Traders will be allowed to carry sufficient LPG for one days trading only.
- Empty gas cylinders will be stored in the onsite gas cage.
- All traders using LPG must use leak detection spray to ensure connections are suitably fixed.
- Staff should be competent to undertake the activities they employed to do and have received the correct level of training.
- Deliveries will be made on a regular basis to minimise the amount of stock stored on site and to keep areas and walkways clear.

Work Processes

- Cooking / Barbeques

Controls

- All equipment will be suitable for the purpose for which it is intended and will be used in the correct manner by trained operatives.
- All catering staff should have received appropriate training, which will be identified in the stalls RA.
- The site and work activities will be constantly monitored by event management and security staff.
- Site is planned to provide gaps between units to reduce the risk of the spread of fire.
- All units and vehicles must carry the appropriate type of fire fighting equipment suitable for the level and type of risk.

Site Vehicles

Sources of Ignition

- Hot surfaces
- Engine electrical systems

Controls

- Minimal vehicles allowed to be parked on site.
- Daily deliveries outside of stock of trading hours to reduce the number of vehicles on site.
- All vehicles to be parked away from exits and combustible materials.

Sources of Fuel

- Vehicle engines

Controls

- No refueling to take place on site

General Site

Sources of Ignition

- Smoking
- Electrical equipment, including failure systems.
- Lighting
- Cooking equipment

Controls

- Smoking is not permitted inside any structures or the theatre area of the site
- Constant monitoring of the area by security staff.
- All electric supplies will be installed by a competent contractor and fitted with appropriate trip protection devices.
- Lighting will be positioned away from dressing materials
- All drapes and site decoration will be fire retardant.

Sources of Fuel

- Fabrics / drapes used for dressing
- Waste
- Flammable liquids / Gas canisters

Controls

- All dressing and fabrics will be fire retardant.
- Dressing will be positioned away from any potential sources of ignition and allow adequate flow of people around the premises.
- Cleansing contractors will be on site throughout the event and ensure combustible materials are not allowed to accumulate.
- Flammable liquids and gas canisters will be located in a secure area of the site.

Work Processes

- Use of electrical equipment.
- Hot works other than catering

Controls

- All equipment will be suitable for the purpose for which it is intended and will be used in the correct manner by trained operatives.
- Equipment will be tested as required and will be visually inspected during installation.
- All systems, where applicable will be left in a safe state at the end of each working day.
- Contractors are required to notify the site office of any hot works, other than cooking so that appropriate control measures can be put in place.

8	PEOPLE AT RISK
• Staff, • Public. Capacity for the site has been agreed in advance and entry will be monitored by security staff. SIA stewards will be present whilst the venue is open and will be responsible for controlling the public flow and managing evacuation procedures. Where visitors are identified as having a disability or condition that would prejudice their evacuation stewards will be instructed of procedures put in place to ensure their safe evacuation in the event of a fire. Staff will be given a site induction to include emergency and evacuation procedures.	

9	MEANS OF ESCAPE - HORIZONTAL
<u>External</u> There is 1 main entrance / and 4 fire exits from the site, each being 4 metre width. Sufficient exit capacity will be available to allow for the maximum capacity to evacuate the area within 5 minutes. Staff will guide customers to leave in an orderly manor whilst maintaining social distancing as far as practicable under the circumstance to evacuate the area. Up on leaving the site guests will be asked to disperse in the wider area. <u>Internal</u> All audience areas are external	

10	MEANS OF ESCAPE – VERTICAL
All site facilities are located at ground level.	

11	FIRE SIGNS AND NOTICES
<u>External</u> Emergency exit gates from the site will be fitted with the appropriate signage. Staff on site will be made aware of available exit routes and will be able to direct people as required.	

12	FIRE WARNING SYSTEMS
Staff will be informed of any incident and move through the site in a systematic manner to evacuate the public and traders.	

13	LIGHTING
All lighting will be ambient provided by existing street lights.	

14	FIRE FIGHTING EQUIPMENT
Fire extinguishers will be located at stalls throughout the event site and at key locations. Each fire point will contain suitable extinguishers appropriate to the level and type of risk present. Concession holders are required to provide suitable extinguishers sufficient for the type and level of risk present	

15	MANAGEMENT & MAINTENANCE
<u>Checks on fire safety equipment</u> The event manager will ensure that all fire safety equipment and procedures are in place and are being followed as agreed.	
<u>Traders</u> Pre event inspection of all catering units will be undertaken.	
<u>Record keeping</u> The event manager will ensure that all records relating to fire safety issues are kept and available for inspection upon request.	

18	TRAINING
Contractors will be sent a copy of the site rules prior to arrival on site. Concessions will receive an information pack, including details of fire safety requirements, as part of their contract.	

16	METHOD FOR CALLING FIRE SERVICE
The emergency services will be contacted via mobile phone Staff throughout the site will be in contact with control via a 2 way radio system Staff will be briefed on fire safety procedures should they need to contact the fire brigade, in accordance with operating procedures for the site.	

17	EMERGENCY ACTION PLAN
In the event of an incident and evacuation the following procedures are to be followed : • Incident reported • Security and other staff put on standby • Event Manager to investigate as required • Event manager to call 999 if needed. • Security to make all exits available • Staff to sweep the area clearing people from the area of danger and towards the nearest available exit in an orderly manor whilst maintaining social distancing as far as practicable under the circumstance to evacuate the area. • Stall holders asked to turn off all gas supplies and clear their area. • Security to prevent re-admission to site until the all clear is given.	

