



**Creech St Michael  
Party In The Park 2023**

**Fire Risk Assessment**

Event	Creech St Micahel Party In The Park (PIP)				
Venue	Creech St Michael Recreation Field, Hyde Lane, Creech St Micael				
Date Time	Start	15 <sup>th</sup> July 2023 1700	Finish	15 <sup>th</sup> July 2023 0000	
Venue Details	Person In Charge	Clare Sampson and Steve Greenhalgh			
	Type Of Venue	Open Playing Field			
	Size (m <sup>2</sup> )	16800 approximate (public area)			
	Max Occupancy	Staff	10	Organisers	10-15
		Public <sup>1</sup> .	1800-2000	Volunteers	20-30
Stall Holders <sup>2</sup> .		30 - 50	Total	1870-2105	

<sup>1</sup>: This is a best guess until all tickets are sold

<sup>2</sup>: This figures allows two persons per food vendors plus bands

## Maximum Capacity For Emergency Evacuation

The main entrance to the site is over 4.5m which will allow 369/minute (2950 in 8 minutes) to evacuate. We will also be creating extra exits in the fence which will used as a secondary exit(s) route as well. These will be 2 x 1.5m which adds another 246/minute (1968 in 8 minutes). In the event of an emergency the exit capacity flow is more than double that we will have on site. If over crowding is deemed to be a problem by either of the on-site emergency controllers, stewards will restrict the entry of further members of the public. A clear route is available for emergency vehicles around the perimeter of the site.

## The Site

The site consists of a large grassed area (football pitches) and play areas with play equipment. The grass will be cut short prior to the event and any vegetation that could cause a fire risk will be cut and removed.

## Communications

The main organisers including the persons in charge will have walkie talkies and mobile phones on them at all times in case of an incident. The site is also an open field with good line of sight to the majority of all areas, so any problems can be identified quickly.

## Permanent Structures

There is a small permanent structure on the recreation field, the pavilion, with two externally accessed toilets at one end. The building is single storey consists of two changing rooms with showers normally used by the football teams and a storeroom with a sink and tea making facilities. This building will not be open to the public during the event and will be used purely used as a store and by the first aiders. There is a fire blanket and a foam extinguisher located in the entrance to the building. The soft drinks bar, refreshments and lost child gazebos will be in front of the entrance and so will not mean the public can just walk in. There is no gas equipment and the electric immersion heater for hot water is safety checked as part of the recreation grounds normal safety checks.

## Bar, Refreshments, Lost Child Point & First Aid Tents

These consists of a metal frame commercial grade popup gazebos (total 4.5m x 9m). These will be positioned side to side and in front of the pavilion (the permanent structure) and will only have the left and right side panels at the extreme ends. Table will be placed at the front for serving and only authorised persons will be allowed access. There will be escape route to the rear along the entire structure.

ACTION / COMMENT			
Is adequate emergency lighting available?	<b>YES</b>	<b>NO</b>	Festoon lighting if required.
Have all ignition sources been identified?	<b>YES</b>	<b>NO</b>	Lighting will be checked by our Part P registered contractor. All power cables are supplied by hire company. All equipment will have been PAT tested. Any damaged cables will be removed. No naked flames or smoking will be allowed.
Are suitable control measures in place to reduce/control the ignition sources?	<b>YES</b>	<b>NO</b>	Lighting will installed and connected by our Part P registered contractor. All power cables will be clearly marked and clipped at a high level to prevent damage and tampering. No smoking will be allowed in the area.
Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the venue?	<b>YES</b>	<b>NO</b>	LPG is not in use or stored within this structure.
Is adequate and suitable firefighting equipment provided?	<b>YES</b>	<b>NO</b>	There is a fire station with Foam & Powder extinguishers, a blanket and fire bucket just outside the tents on a trolley. There is also an additional fire blanket in the pavilion.
Are staff trained to use firefighting equipment?	<b>YES</b>	<b>NO</b>	One of our committee members (Colin Hodges) has a CAP 611 certification and will give training to the rest of the safety team before the event.
Are the structural materials and decorations/hangings fire retardant?	<b>YES</b>	<b>NO</b>	Both are commercial grade with a metal frames and there are no hanging decorations.
Is there suitable fire appliance access to venue?	<b>YES</b>	<b>NO</b>	We have a clear route for emergency vehicles that circles behind the pavilion and around the entire field.
Is there a minimum of 6m separation between structures?	<b>YES</b>	<b>NO</b>	These structures will be around 3m from the front of the pavilion. There is no public access to these areas and will only be used by authorised persons i.e. organisers, bar servers first aiders etc.
Are provisions in place to assist persons especially at risk? e.g. the disabled.	<b>YES</b>	<b>NO</b>	These areas are not for the public but the First Aid / Lost Child stations are flat with no obstructions. There is also a ramp at the entrance to the pavilion if First Aid is required.
Has the safety of young persons been considered?	<b>YES</b>	<b>NO</b>	These areas are not for the public. The Lost Child station will be manned by DBS checked persons.
Has the possible effects of arson been considered? e.g. secure rubbish compound.	<b>YES</b>	<b>NO</b>	Rubbish bins will be regularly emptied to a secure area away from public access.

## Food Vendors

All food vendors are professional street traders and will supply their own Risk Assessments and hygiene certifications. All will have their own fire fighting equipment and will be sited together with an additional fire station with Foam & Powder extinguishers, a blanket and fire bucket on a trolley very nearby. Sufficient space between vendors will be allowed but no public access to their rear.

ACTION / COMMENT			
Is adequate emergency lighting available?	YES	NO	All vendors will have their own lighting on their stalls but there will also be a flood lighting tower to cover this area as well.
Is there suitable fire appliance access to venue?	YES	NO	We have a clear route for emergency vehicles that circles behind the pavilion and around the entire field.
Is there a minimum of 6m separation between structures?	YES	NO	All vendors will be in a line with sufficient space between. There is no public access to the rear.
Are provisions in place to assist persons especially at risk? e.g. the disabled.	YES	NO	This is an open area of flat ground (grass).
Has the possible effects of arson been considered? e.g. secure rubbish compound.	YES	NO	Rubbish bins will be regularly emptied to a secure area away from public access.

A complete list of food vendors can be found in Appendix D of the Event Management Plan document.

## PA Systems

Dan Rossiter will again be supplying, setting up and manning all the PA equipment. He will work with our Part P registered contractor for connecting to the hired generators sited behind the stage area.

## Generators

One 20KVA diesel tow-able generator and a 6KVA diesel super silenced generator as a backup. The generators will be fuelled by the suppliers prior to delivery and have sufficient capacity to run the entire night so there will be no need for extra fuel to be stored. Cable runs to the stage and lighting tower will be kept to a minimum and will be secured and marked. This area is not accessible to the public. All power cables are supplied by the hire company.

## Self Powered Lighting Towers

A pair of lighting towers the other end of the field and by the second toilet block are self powered tow-able units. These units will be fuelled before delivery and have sufficient capacity to run the entire night with refuelling. All power cables are supplied by the hire companies. All cable runs will be clipped at a height so to avoid damage, trip hazards and tampering.

## Portable Toilets

There will be individual portable toilets and urinal units located next to the pavilion and its lights and pumps will be powered from the pavilion. The units are being hired from Brandons and will have been safety checked prior to delivery and will be installed and setup by the supplier.

## **Suppliers**

A list of suppliers details can be found in Appendix C of the Event Management Plan document.