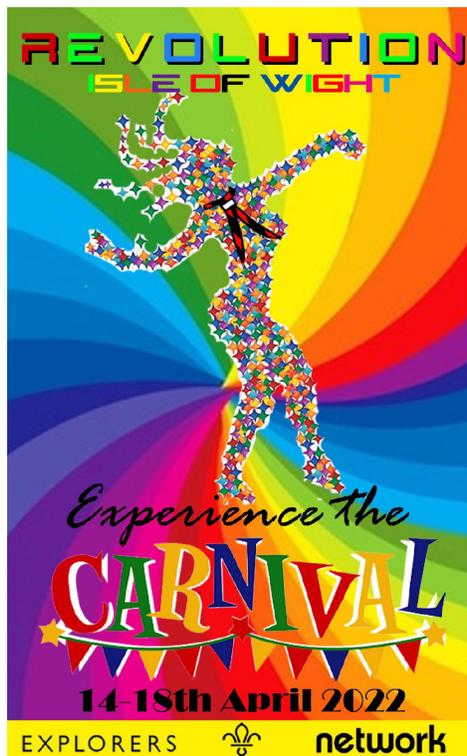




EXPLORERS & network

ISLE OF WIGHT REVOLUTION 2022



Risk Assessment

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Safety Policy

It is the policy of Isle of Wight Revolution to provide Scouting in a safe manner without risk to health, so far as reasonably practical.

- We ensure the buildings and facilities provided are suitable for our participants and are adequate for their welfare.
- Appropriate arrangements are made to ensure their safety through information, instruction, and careful planning within risk assessment.
- Risk assessments are suitable for the activity being undertaken, and follows that activities with higher risk have more in-depth assessment. These risk assessments may need to be reviewed when circumstances and conditions change.
- All our activities are conducted in a secure environment with the provision and maintenance of equipment and suitable safety training supervision.

Emergency Procedure Policy

- When booking a place at Isle of Wight Revolution each participant completes a medical and activity consent form.
- Authorisation to attend is required via the booking system by a parent or guardian if the Scout is aged under 18.
- Any accidents to individuals and/or involving damage to property will be reported and documented by the first-aider.
- Headquarters will be informed if any person;
 - Suffers personal injury (where injury necessitates treatment by a doctor, dentist or at hospital);
 - Requires rescuing (where rescue involved any Emergency service, i.e. Police, Fire, Ambulance, Mountain Rescue or Coastguard);
 - Dies in the course of, or arising out of, a Scout activity or while on, or in conjunction with, any Scout property.
- In the case of an accident to an individual the Management Team will;
 - Alert the appropriate rescue service(s) if required;
 - In the case of a serious accident the Duty Press Officer at Headquarters.
- The Group Leader will be required to contact their Home Contact and NOK as per the 'In Touch' procedure.
- In the event of any injury or fatality, or damage to third party property, no admission of liability must be made unless advised by Headquarters.

Alcohol Policy

- The entertainment area used for Disco's etc is an alcohol free designated area.
- There is a licensed bar on site which is managed by the SAS, which is only available to those 18 and over.
- There is a strict no alcohol policy for Explorers.
- Explorers and Network are given different coloured wrist bands so that both the bar staff, camp management and Leaders can use these as indicators on who is over 18.
- All Explorer units have to come with Leaders, who are ultimately responsible for their group and following POR.
- Groups will be told in writing and verbally about the alcohol policy.
- Any breaches of the alcohol policy will be dealt with robustly.

Adverse Weather Policy

In the event of severe weather the Management Team have a contingency plan for if the site becomes inadequate for camping.

Firstly the Leaders will be gathered by the Management Team and appraised of the situation. The Management Team will then call the emergency points of contact for 2nd Cowes and 1st Northwood Scout Groups. They have given their consent to be contacted in an emergency and will open up the Scout Halls so that the Explorers and Network can take shelter.

We also have access to 1st Sandown, 1st Shanklin and have other contacts who would be able to open further Scout Huts if required.

The Scouts will then be evacuated to the huts which will be used as temporary accommodation. If we are unable to return to the site then they will stay in the huts until it is suitable to return.

If we are unable to return to the site for the duration of camp we will arrange for the evening entertainment to take place in the Scout Halls. The entertainment may vary from the advertised event and this may have to be adjusted when required.

Overall it should be noted that under these extreme circumstances it may be that risk assessments will be reactive and solutions will be innovative.

Privacy and Data Protection Policy

IOW Revolution takes the protection of privacy and personal data very seriously and all adults operating within this event must comply with data protection law which includes the EU General Data Protection Regulation “GDPR”.

- Personal data will be processed lawfully, fairly and in a transparent manner.
- It is collected and processed for specified, explicit and legitimate purposes only.
- Personal data is adequate, relevant and limited to what is necessary for the purposes it is collected and processed for.
- The data is kept for no longer than necessary.
- Data is kept secure using appropriate technical and organisational measures to prevent the data from being used in an unauthorised or unlawful way or against accidental loss, destruction or damage.

Child Protection Policy

The Management Team acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with POR.

This policy:

- Applies to all adults who are a part of The Scout Association.
- Recognises that the welfare and interests of children and young people is paramount
- Aims to ensure that all children and young people have a positive and enjoyable experience of Scouting in a safe environment and are protected from abuse whilst participating in Scouting and otherwise.

The Management Team will ensure that everyone is clear about their roles and responsibilities in respect of safeguarding.

Code of Behaviour

Do remember that you are a role model at ALL times, inside and outside Scouting. Set a good example for others to follow.

Do treat everyone with dignity and respect in line with the Scouting Values

Do treat all young people equally - do not show favouritism

Do follow the adult-to-young person ratios at all times

Do remember that you have been placed in a position of trust - do not abuse this

Do report all allegations, suspicions and concerns immediately

Do remember that someone may misinterpret your actions

Do respect a young person's right to personal privacy

Do act within appropriate boundaries, even in difficult circumstances

Do encourage an open and transparent culture, where people can challenge inappropriate attitudes or behaviours

Do make everyone (young people, parents and carers, Young Leaders and other helpers) aware of our safeguarding arrangements and share our Yellow Card - our Code of Behaviour

Do create an environment where young people feel safe to voice their concerns

Do have separate sleeping accommodation for young people, adults and Young Leaders working with a younger section

Do plan activities that involve more than one other person being present, or at least within sight and hearing of others.

Do not plan to be alone with a young person.

Do not drink alcohol when you are directly responsible for young people and never allow young people on Scouting activities to drink alcohol

Do not trivialise abuse or let it go unreported

Do not join in physical contact games with young people

Do not overstep the boundaries between yourself and young people by engaging

in friendships or sexual relationships

Do not allow activities that encourage bullying behaviour including initiation ceremonies, dares or forfeits

Do not use inappropriate, suggestive or threatening language, whether verbal, written or online

Do not rely on your reputation or position to protect you

Covid 19 Guidance

The UK has been under a variety of guidance and regulations since the start of the first Covid lockdown on the 23rd March 2020. This will end at the start of April 2022. Therefore there will be no mandatory regulations during IOW Revolution.

However we recognize that there is still a large number of cases, and our event can both increase the risk of the spread as well as cause anxiety for those with health concerns.

Due to these reasons, in the spirit of scouting and to look out for our fellow campers we have put together the following guidelines:

- We will be providing hand sanitizer in and around our communal areas for people to use,
- We would encourage the use of masks for those who wish to wear them. We will have some available in the entertainment area,
- We would encourage attendees to test before they come to camp especially when showing symptoms. It will be down to the group leaders to make decisions on this and those displaying symptoms,

All the management members will be doing this before camp and we will have a limited number of LFD tests available during camp,

- There will be additional cleaning of the communal areas including toilet facilities and the entertainment area,
- We would encourage attendees to be aware of others during the camp and act respectfully and in the same way as they would do with any other viral infection,
- We will continue to keep up to date with Scouting POR and work alongside this,
- If any attendee has any concerns around the risks associated with Covid they should contact the Management team.

POR Large Scale Event Requirements

	POR Requirement	Action
Communication	For all Scouting activities each party must implement an 'InTouch' system	The InTouch System does not apply to the Management Team as it is the individual Leaders responsibility to implement this system with the Scouts parents/guardians. However when we ask the attendees to fill in the medical consent form they are required to tell us who their next of kin is. This way both the Leaders and ourselves will be able to get hold of the Scouts family or guardians if the need arises.
Emergency Procedures	All accidents to individuals or involving damage to property must be reported. In the case of an accident to an individual, a member of the party or their designate must alert the appropriate rescue services, if required, advise the home Scout authority and advise the next of kin. In the case of a serious accident, incident or the loss of life by whatever cause the Duty Press Officer at Headquarters must be advised immediately.	Police and Ambulance have been made aware that there is a large scale event taking place over the weekend. Giving them prior knowledge allows them to comprehend any potential incident they may be attending. If there is a serious incident then the necessary reporting procedures will be followed and the Duty press officer advised. Telephone number for the Duty Press Officer is 020 8433 7100
Transport	When Members or units of the Movement use their personal or unit transport on Scout activities, they should be aware of the current regulations affecting motor transport.	It will be the responsibility of the vehicle owner to ensure that their vehicles are road worthy and that the people driving them are fully licensed and insured. Special consideration will be taken to ensure that we are not left driving a young person on a one to one basis.

Preparations	Prior to every activity the Leader must ensure that it has been approved by the relevant District/County Commissioner;	A Proposal has been submitted detailing our Risk Assessment, Alcohol Policy, Safety Policy, Programme and Attendee numbers and ages.
	Prior to every activity the Leader must ensure that there is additional, responsible supervision as required (including for those in the locality of the activity but not actively involved)	The management will ensure that there are enough people to safely run the activity, and also supervise those watching or waiting nearby. We have spoken to those responsible for running the activities and made them aware of the amount of people they will be dealing with at one time and the times to expect them to arrive. Where they do not have sufficient amounts of staff to assist with supervision the Management Team will assist or we will utilize the volunteers from local Scout Movement.
	Prior to every activity the Leader must ensure that each participant has received appropriate training.	Most activities are conducted by hired professionals who are fully qualified, trained and experienced. Any activities run by the Management Team will be fully supervised and instructions given. These activities will all be risk assessed. There are some activities that will not be supervised. These are on site activities for the campers to utilize at their leisure. Such activities are a bouncy castle, giant board games, volleyball etc. Although the supervision is relaxed either the unit Leader or the Management Team will be in the vicinity and will be monitoring the use of said equipment. Any Scout using the equipment inappropriately will be given a warning, and if the behaviour continues the matter will be reported to the Leader. If their attitude does not improve they will be advised that they can no longer take part in activities, or if their actions warrant it the attendee and their unit will be sent home.

	<p>Prior to every activity the Leader must ensure that an appropriate weather forecast is obtained and acted upon in terms of selecting the area in which the activity will operate and that each participant is suitably equipped to tackle predicted/possible extremes.</p>	<p>Will be completed and monitored over the weekend.</p>
	<p>Prior to every activity the Leader must ensure that all equipment is appropriate for the activity.</p>	<p>Equipment supplied from the hired professionals will have been checked as per their own risk assessments. Equipment supplied by The Management will be checked on a daily basis.</p>
<p>Use of Professional Centres and Instructors</p>	<p>When external providers are used for the delivery of activities for members of The Scout Association the external provider must hold a relevant accreditation or qualification for the activity they are delivering (e.g. AALA Licence, Adventure Mark Accredited Provider, Government Agency, National Governing Body qualifications) as well as adequate insurance</p>	<p>The Management Team have ensured that the person's responsible have suitable qualifications for the activity they are running. The Management Team have checked that they are fully insured.</p>
<p>Safety</p>	<p>It is the responsibility of all those involved in Scouting, so far as is reasonably practicable, to ensure that all activities are conducted in a safe manner without risk to the health of participants.</p>	<p>The majority of the activities will be run by trained professionals with the necessary experience and qualifications needed. Any activity being run by the Management Team will be supervised sufficiently and fully risk assessed.</p>
	<p>Responsibility to ensure the provision and maintenance of equipment and buildings for Members and others is safe and without risk to health and adequate for their welfare.</p>	<p>The facilities are the responsibility of the landowner. They will ensure that the property meets the required health and safety standards. The Marquee will be provided with emergency exit signs and adequate lighting (see Fire Risk Assessment).</p>

	<p>Responsibility to ensure information, instruction, training and supervision is provided with the object of ensuring the health and safety of all those involved in Scouting activities or who may be affected by them.</p>	<p>The attendees will be given sufficient instruction and supervision whilst taking part in activities.</p>
	<p>Responsibility to ensure safety and the absence of risks to health in connection with the use, transport, storage and handling of equipment, and substances which are inherently or potentially dangerous.</p>	<p>The only noteworthy dangerous substance on site will be gas cylinders. The Management Team are aware of the appropriate ways to handle and store these and will follow the manufacturers instructions.</p>
Child Protection	<p>It is the policy of The Scout Association to safeguard the welfare of all Members by protecting them from neglect and from physical, sexual and emotional harm.</p>	<p>The Management Team have ensured that the interests and well-being of young people were taken into account during all our deliberations and preparations. We have taken practicable steps to protect them from neglect, physical, sexual and emotional harm, and intend to support the welfare of young people throughout the event.</p>
	<p>Every adult should have a copy of the 'Young People First' code of practice. It is designed so you can keep it with you at all times during Scouting activities.</p> <p>Check that:</p> <p>You have your own copy.</p> <ul style="list-style-type: none"> • All other adults involved in working with young people have a copy. • You have a copy displayed in your HQ or meeting place. • Parents/Carers are made aware of the yellow card and our child protection policy. 	<p>The Management Team will each have a copy of the Yellow Card Code of Practice.</p> <p>Anyone else involved in Scouting aged over 18 years will take personal responsibility for having access to a Yellow Card.</p> <p>We will display a copy in the marquee so that attendees have access to it. Leaders will be responsible for ensuring Parents/Carers are aware of the Child Protection Policy.</p>

Alcohol	During Scouting events attended by young people under the age of 18, the following should apply: Under 18's must not drink alcohol under any circumstances.	This will be closely monitored by the Management Team and Unit Leaders. Wristbands are issued to distinguish between over and under 18's.
	There must be the correct ratio of adults responsible for young people at all times.	This is the responsibility of the Unit Leader/s.
	If you are responsible for young people you must not drink alcohol.	This is the responsibility of the Unit Leader/s.
	If you are not directly responsible for young people, and you do drink alcohol, you should still follow the Yellow Card (our safeguarding code of practice).	All over 18's should be aware of the Yellow Card 'Young People First' code of practice and child protection policy and will abide by it. However we will have members of the SAS on site who will be monitoring the behaviour of the campers, and will intervene if they deem their behaviour irresponsible.
	If you are drinking when 'off duty', you should consider how alcohol may affect your ability to carry out your Scouting duties when back on duty.	This should be the responsibility of the Leader/s but if the Management Team have concerns that someone in a position of responsibility and is not able to carry out their Scouting duties they will intervene and dynamically risk assess how best to proceed.
	Young people must know who is responsible for them at all times.	This is the responsibility of the Unit Leader/s. The Management Team will also make it clear that they are responsible for the event and will be visible if a young person requires assistance.
	In general, adults should not consume alcohol in the presence of under 18's. It is accepted though that this might occur in certain circumstances such as at fundraising and social events. This should be addressed by the risk assessment.	In general over 18's are kept separate from the under 18's when they are consuming alcohol. The over 18's are only allowed to consume alcohol in their separate camping area, the bar and the campfire.

	<p>If adults are to consume alcohol, this should be in an area separate from young people, and there should be a clearly defined adult only area to which young people do not have access when practicable. It is accepted this may not always be possible such as at certain fundraising and social events.</p>	<p>The over 18's have their own designated areas where they will be able to consume alcohol, reducing contact with the Explorers. There is clear signage within the Entertainment Zone that will indicate areas that are prohibited to Under 18's. The campfire is an area that Explorers will have access to, but they are only prohibited to stay until midnight. The Management Team and SAS will ensure that alcohol is consumed responsibly whilst in this social setting.</p>
	<p>All young people and adults should be aware of the standards of behaviour expected of them. Best practice is to draw up codes of conduct in advance of events.</p>	<p>A 'code of conduct' will be distributed to each group prior to camp, both in writing and verbally at the start of the event.</p>

Activity Risk Assessment

Swimming	When members of The Movement take part in a swimming activity in Class C waters there must be one responsible person in overall control.	This will be the responsibility of the instructor, however a member of the SAS team will be present during the activity.
	This person must meet the requirements of any written operating procedure and carry out a risk assessment for the location and activity.	A risk assessment will be carried out and followed by the responsible person.
	Where there are no operating procedures, the leader must ensure that: <ul style="list-style-type: none"> • Sufficient people are present to provide safety cover to those in the water as identified in the risk assessment. • The safety cover meet the requirements for providing safety cover for swimming • activities. 	There will be a lifeguard on duty during the event to ensure the safety of the attendees as per the risk assessment.
Kayaking	An <u>AALA</u> licence is required.	The activity provider does have an AALA licence.
	Minimum qualification required by instructor is BCU Coach Award (level and discipline specific - with appropriate endorsements for the waters you are operating on), or the provider is Adventuremark Accredited (where Kayaking falls outside the requirement to hold an AALA Licence).	The activity provider has appropriate qualifications.
	Check the provider has public liability insurance.	The activity provider has public liability insurance.
Archery	Archery is classed as an adventurous activity and must be run as specified in rule 9.7 POR.	This will be complied with.

	<p>Rule 9.7 states that members or associate members of Scouting wishing to run any adventurous activity must hold the appropriate activity permit.</p>	<p>We have checked with the Scout Instructor and he does hold an appropriate activity permit and is aware of the POR surrounding adventurous activities.</p>
	<p>Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout Movement.</p>	<p>We will not be using any targets that represent humans or animals.</p>
Shooting	<p>Shooting at targets representing human beings or animals is not permitted as a part of any Scout activity, nor on property owned or leased by, or used in the name of, the Scout Movement.</p>	<p>We will not be using any targets that represent humans or animals.</p>
	<p>Before engaging in shooting as an activity Leaders should take account of local feelings on shooting.</p>	<p>There are no local issues surrounding shooting.</p>
	<p>The parent/guardian should be supplied with detailed information on the nature of the activity when permission is sought. When taking part in shooting activities members must have parental permission for all under 18's taking part.</p>	<p>We have supplied detailed information about the activity and have asked everyone to complete a permission form. If aged under 18 this form needs to be signed by a parent or guardian.</p>
	<p>In every case, shooting must be supervised by a competent and appropriately qualified Range Conducting Officer who must have a knowledge of the correct use of the firearms being used and shall be responsible for ensuring compliance by all persons in the range with the relevant range safety and other rules.</p>	<p>This activity is being run by members of the Shanklin Rifle & Pistol Club, and the Island Scouts Shooting Club. They will be responsible for ensuring compliance by all persons in the range.</p>

Mountain Biking	All activities in Terrain 1 or Terrain 2 must be under the direct control of, or supervised by, a person holding the appropriate permit.	The activity is taking place on Terrain Zero.
	All activities in Terrain Zero must be approved by the relevant commissioner.	The risk assessment is sent to the County Commissioner prior to the event for his approval.
Laser Games	Laser Games remain an optional Scouting activity without age limit but with the knowledge of parents.	It will be stated on the booking system that the Scouts will be participating in Laser Games.
Other Activities	<p>There are many opportunities for Members to take part in activities which are not specifically covered in the activity rules.</p> <p>Before undertaking an activity of this nature the Leader concerned must:</p> <ul style="list-style-type: none"> - Assess the risks involved, document and communicate this to all involved. - Ensure all Members' physical and/or emotional wellbeing can meet the requirements of the activity. - Ensure that all equipment fits the participants and is suitable for the activity. - Obtain the approval of the relevant District/County Commissioner or their nominee. 	<p>The activities are carried out by external providers who complete their own risk assessments.</p> <p>However risk assessment are completed for the activities mentioned within POR.</p> <p>Instructors will provide safety briefings and instruction prior to each group starting the activity.</p> <p>Any equipment is leased and is the responsibility of the provider.</p> <p>A proposal is sent to the County Commissioner for his approval prior to the event taking place.</p>

General Risk Assessment

Hazards and Risks Identified	Persons at Risk	How is the risk adequately controlled?	Person/s responsible for controls
Specific medical requirements	Particular campers	<ul style="list-style-type: none"> ➤ There will be a first aider at the event throughout the entire weekend. ➤ People with specific medical requirements will be identified when they submit their medical consent form. ➤ If required these persons will have a discussion with a first aider at the start of camp in order to ascertain what their requirements are. 	First Aider
Injury or Illness	All Involved	<ul style="list-style-type: none"> ➤ There will be a first aider on site throughout the weekend who can provide treatment to those who may need it. ➤ During activities instructors are on scene and qualified to deliver first aid. ➤ Other members of the management team have “first response’ training and can also assist with providing first-aid in the first instance. 	First Aiders and Instructors
Smoking	Smokers	<ul style="list-style-type: none"> ➤ Smoking is only permitted in the outside smoking area, and buckets will be placed outside to extinguish butts. 	Management
Campfire	All Involved	<ul style="list-style-type: none"> ➤ Fire buckets will be placed around the edge of the campfire. ➤ The Management Team will check the wood pile for any dangerous materials. ➤ A member of the Management Team will take charge of the fire ensuring it is kept under control and supervised at all times. 	Management Team
Getting Lost	All Involved	<ul style="list-style-type: none"> ➤ All participants are given detailed maps with postcodes. ➤ The Management Team also provide their mobile numbers to the campers so they can make contact with us if needed. 	Management Team
Parking/Road Safety	All Involved	<ul style="list-style-type: none"> ➤ Signs are posted around the surrounding area to alert the public that an event is taking place nearby. ➤ Campers are asked to use common sense when parking their vehicles. ➤ Vehicles are to be parked in the top car 	Management Team

		<p>park and only used on the field to drop off large equipment.</p> <ul style="list-style-type: none"> ➤ The first aider vehicle will be in an accessible parking space so that they can park easily and leave quickly if an emergency arises. ➤ Signs are put up advising vehicles not to park by the entrance/exit allowing access to emergency services. 	
Alcohol	All Involved	<ul style="list-style-type: none"> ➤ There is a licensed bar that will take responsibility for serving alcohol to those aged over 18. They will also be responsible for determining if people are deemed unfit to purchase alcohol. ➤ Leaders are to take responsibility for their Explorer groups and ensure there is no underage drinking. ➤ Explorers and Network are given different coloured wristbands in order to distinguish the two age ranges. ➤ Explorers are not permitted in the bar area and alcohol is not allowed on the dance floor, keeping alcohol separate from the Explorers. ➤ The Management will be keeping a constant visual on all the participants and will act quickly and effectively when it is deemed that someone may potentially become too intoxicated. ➤ All these rules will be provided in the 'Welcome Pack' and conveyed to the campers at the start of the event. 	Management Team & Leaders

Child Protection	All Involved	<ul style="list-style-type: none"> ➤ The Management Team have had Child Protection training ➤ All persons aged over 18 and in a leadership role have been DBS checked. ➤ Any young person/s under 18 will be required to attend camp with a Leader and be supervised by that Leader throughout the weekend. ➤ Wristbands distinguish the two brackets of campers (Over and Under 18) ➤ There are no closed doors when a young person is in a room with an adult. ➤ There are individual showers for the over and under 18 males and females. ➤ Under 18's are prohibited from consuming alcohol and action will be taken if caught doing so. ➤ If a young person approaches a member of the Management Team with a Child Protection issue than the Management Team will follow the procedures that have been put in place by HQ. ➤ The Management Team will be keeping a constant visual over the campers and will ensure that their safety is of paramount priority. ➤ The Management Team value the integrity of their campers and believe that the over 18's will not prompt any child protection issues and will abide by the 'yellow card' system. 	Management Team and All Over 18's
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Fire Risk Assessment

Record of Significant Findings

Risk Assessment Record of Significant Findings		
Risk Assessment for: IOW Revolution Location: Isle of Wight County Showground, Northwood, PO31 8AZ	Assessment undertaken on: 14/02/2022 Completed by: V.Price Signature:	
Sheet Number: 1	Area: Camping Area	Use: Sleeping and Cooking
Step 1 - General statement of policy		
<p>Statement:</p> <p>It is the policy of IOW Revolution to protect all persons including attendees, volunteers, contractors and management, from potential injury and damage to their health which might arise from the weekends activities.</p> <p>The Management Team will provide safe camping conditions for all attendees and ensure equipment and emergency systems are regularly maintained. The Management Team will also provide information, training and supervision to all those in their care.</p> <p>The Management Team will give a high level of commitment to health and safety and will comply with all statutory requirements.</p>		
Step 2 – Management Plan		
Step 3 – Description of area		
<p>The camping area will be split in to two sections. The area will primarily contain tents and marquees, which people will use for sleeping and cooking. Persons will generally be on site between 1700 and 0900 hrs.</p>		
Step 4 – Identify fire hazards		
Sources of Ignition: Cooking and catering appliances and equipment, including barbecues. Smokers materials, e.g. cigarettes, matches and lighters.	Sources of Fuel: Flammable liquids and solvents, e.g. cleaning products, alcohol (spirits), white spirit, cooking oils, disposable cigarette lighters. Flammable gases e.g. propane and butane Tents and Marquees Individual kit, e.g. clothing, sleeping bags,	Sources of Oxygen: Air

	roll mats	
Step 5 – People at risk		
360 Attendees, 10 Organisers People specifically at risk: - People who are unfamiliar with the site. - People with a disability or those who may have some other reason for not being able to leave the site quickly, e.g. parents with children. - People with a language difficulty or whose first language is not English. - People with sensor impairment due to alcohol or medication.		
Step 6 – Evaluate, remove, reduce and protect from risk		
6.1. Evaluate the risk of the fire occurring	<ul style="list-style-type: none"> - Smoking materials are not properly extinguished - Disposable barbecues are placed into waste bins containing combustibles - Lack of maintenance of cooking equipment and appliances - Cooking equipment left on and unattended - Naked flames left unattended - Flammable liquids not stored or used correctly - Flammable gases not stored or used correctly 	
6.2. Evaluate the risk to people from a fire starting in this area	<ul style="list-style-type: none"> - Potential for fire to spread to neighbouring tents and vehicles. 	
6.3. Remove and reduce the hazards that may cause a fire.	<ul style="list-style-type: none"> - Wherever possible replace a potential ignition source with a safer alternative. - Restrict/control the use of naked flames e.g. campfires, barbecues, candles. - Operate a safe smoking policy. - Ensure cooking and catering equipment is installed, used, maintained, and protected in accordance with the manufacturer's instructions. - Control areas where vehicles are parked. - Ensure adjacent marquees, temporary structures and other fire hazards are sited an adequate distance apart. 	

<p>6.4. Remove and reduce the risks to people from a fire</p>	<ul style="list-style-type: none"> - Prohibit personal campfires. - Ensure sufficient distance between tents. - Store spare fuel in safe area. - Prohibit smoking in the camping area. - Ensure clear fire routes through the tented area. - Provide fire extinguishers in camping area. - Advise all attendees at the start of camp about the fire evacuation procedure and where the fire points are. - Provide site with a fire warning system. - Introduce regular fire patrols to monitor fire routes and any misuse of hazardous materials. - Will identify individuals with individual needs (disability, age, language barrier) and when booking in discuss their particular requirements.
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Step 7 – Means of Escape

Commentary:

All campers, volunteers and contractors will be advised as to what action to take upon hearing the fire alarm or discovering a fire.

There will be several paths clearly marked and of suitable width, leading from the camping area to the assembly point. This will allow all persons a means of escape if the camping area needed to be evacuated in the event of fire.

There are no dead-end conditions, all escape routes lead to a place of safety. It is anticipated that a fire would be noticed fairly soon after ignition due to the amount of persons situated in that area.

If there were a fire and the camping area needed to be evacuated then it is believed it would take approx 2-3 minutes to reach the assembly point.

There are six main escape routes from the camping area, but it is an open site so people camping around the edge of the field will have easy access to the assembly point. These escape routes will be kept clear at all times.

Upon hearing the fire alarm or discovering a fire, the Management Team will go to the nearest fire point, sound the alarm , collect a high-vis jacket and torch (if needed) and assist with an evacuation.

Step 8 – Fire safety signs and notices

There are adequate fire safety signs and notices throughout the area. All exit routes and fire safety equipment are adequately signposted.

Step 9 – Fire safety systems

Fire Warning System:
Whistles are placed at the fire points within the camping area which will act as the fire warning system. At the beginning of camp all persons will be advised of the location of the whistles and what they sound like.

Emergency Lighting:
Torches are located at the fire points.

Fire Fighting Equipment:

There are a sufficient number of fire extinguishers correctly located throughout the camping area. They are adequate for the risks within the area and have been serviced within the last twelve months.

Step 10 – Method for calling the fire service

Member of the Management Team is to call 999

Step 11 – Emergency action plan for attendees

ASSEMBLY POINT

CAR PARK

UPON DISCOVERY OF A FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE AREA BY THE NEAREST FIRE ROUTE
- DO NOT RE-ENTER THE AREA
- REPORT TO THE ASSEMBLY POINT AND ALERT A MANAGEMENT TEAM MEMBER
- IF YOU CAN NOT LOCATE A MANAGEMENT TEAM MEMBER CALL THE FIRE BRIGADE BY MOBILE PHONE
- GET IN TO YOUR UNIT AND ENSURE ALL PERSONS ARE ACCOUNTED FOR
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- IF SOMEONE IS MISSING ALERT A MANAGEMENT TEAM MEMBER OR FIREMAN ASAP
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO
- DO NOT PUT YOURSELF AT RISK

UPON HEARING THE ALARM

- LEAVE THE AREA BY THE NEAREST FIRE ROUTE
- DO NOT RE-ENTER THE AREA
- REPORT TO THE ASSEMBLY POINT
- GET IN TO YOUR UNIT AND ENSURE ALL PERSONS ARE ACCOUNTED FOR
- IF SOMEONE IS MISSING ALERT A MANAGEMENT TEAM MEMBER OR FIREMAN ASAP

Risk Assessment Record of Significant Findings		
Risk Assessment for: IOW Revolution		Assessment undertaken on: 14/02/2022
Location: Isle of Wight County Showground, Northwood, PO31 8AZ		Completed by: V.Price Signature:
Sheet Number: 2	Area: Entertainment Zone	Use: Social area (disco, food)
Step 1 - General statement of policy		
Statement:		
<p>It is the policy of IOW Revolution to protect all persons including attendees, volunteers, contractors and management, from potential injury and damage to their health which might arise from the weekends activities.</p> <p>The Management Team will provide safe camping conditions for all attendees and ensure equipment and emergency systems are regularly maintained. The Management Team will also provide information, training and supervision to all those in their care.</p> <p>The Management Team will give a high level of commitment to health and safety and will comply with all statutory requirements.</p>		
Step 2 – Management Plan		
Commentary:		
<p>The Fire Safety Management plan is contained within the Policy and Procedure Folder and is kept in the Management Tent. A diagram is attached.</p> <p>It confirms that a fire risk assessment has been completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Fire Safety Risk Assessment Guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.</p> <p>The Management Team have appointed a person who will be responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.</p> <p>This person will be responsible for:-</p> <ul style="list-style-type: none"> • Deciding the fire safety protective and preventative measures. • Informing other responsible persons about these measures. • Ensuring they are implemented and communicated to other employees. • Ensuring co-ordination between other responsible persons. <p>The other responsible persons and their roles are mentioned in the Policy and Procedure Folder. They will be responsible for the fire safety measures as shown. The nominated person will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.</p>		

Step 3 – Description of area

The purpose of the entertainment zone varies depending on the time of day. From 0900 to 1700 hrs people can use it as a social area and can play games such as circus skills and giant board games. From 2000 to 0000 hrs there will be a disco and dance area, with designated seating in nearby smaller marquees. The area will be separated from the camping area by a fence. The disco marquee is 65ft x 40ft and has a small marquee (12ft x 12ft) which connects the disco to the bar. The bar marquee (40ft x 20ft) will be situated at the top right of the marquee with an area for the staff to work from (24ft x 14ft marquee attached to the rear left). An exit from the disco marquee leads to a courtyard, where there is access to a food tent and covered seating area. There is a chill out/cafe marquee (30ft x 15ft) to the left of the courtyard with seating area.

Step 4 – Identify fire hazards

<p>Sources of Ignition:</p> <p>Cooking and catering appliances and equipment.</p> <p>Smokers materials, e.g. cigarettes, matches and lighters.</p> <p>Electrical, gas or oil-fired heaters</p> <p>Faulty or misused electrical equipment</p> <p>Light fittings and lighting equipment, e.g. disco lighting</p> <p>Hot surfaces and obstruction of equipment ventilation, e.g. generators</p> <p>Friction/sparks</p>	<p>Sources of Fuel:</p> <p>Flammable liquids and solvents, e.g. cleaning products, alcohol (spirits), cooking oils, disposable cigarette lighters.</p> <p>Flammable gases e.g. propane and butane</p> <p>Marquees</p> <p>Plastics and rubber</p> <p>Waste Materials</p>	<p>Sources of Oxygen:</p> <p>Air</p>
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Step 5 – People at risk

360 Attendees, 10 Organisers, 2 Bar Staff, 2 Caterers

People specifically at risk:

- People who are unfamiliar with the site.
- People with a disability or those who may have some other reason for not being able to leave the site quickly, e.g. parents with children.
- People with a language difficulty or whose first language is not English.
- People with sensor impairment due to alcohol or medication.

Step 6 – Evaluate, remove, reduce and protect from risk	
6.1. Evaluate the risk of the fire occurring	<ul style="list-style-type: none"> - Smoking materials are not properly extinguished - Lack of maintenance of cooking equipment and appliances - Cooking equipment left on and unattended - Overheating cooking equipment - Lack of maintenance of cooking equipment and appliances - Inadequate cleaning of equipment, such as fryers - Flammable liquids not stored or used correctly - Flammable gases not stored or used correctly - Display lights knocked over - Something falling on the generator - Heaters left too close to surfaces - Leaking valves, glands or joints allowing oils and other flammable liquids to contaminate adjacent goods - Electrical equipment is not properly maintained - Overheating cables and equipment, e.g. due to overloading circuits, bunched or coiled cables or impaired cooling fans - Incorrect installation or use of equipment; - Damaged or inadequate insulation on cables or wiring - Combustible materials being placed too close to electrical equipment, which may give off heat even when operating normally, or may become hot due to a fault - Arcing or sparking by electrical equipment; - Embrittlement and cracking of cable sheathing in cold environments
6.2. Evaluate the risk to people from a fire starting in this area	<ul style="list-style-type: none"> - Potential for fire to spread to neighbouring marquees - Potential for fire to spread to neighbouring burger van which contains flammable liquids and gases. - Impact of fences on the movement of people
6.3. Remove and reduce the hazards that may cause a fire.	<ul style="list-style-type: none"> - Wherever possible replace a potential ignition source with a safer alternative. - Operate a safe smoking policy. - Ensure cooking and catering equipment is installed, used, maintained, and protected in accordance with the manufacturer's instructions. - Ensure electrical equipment is installed, used, maintained, and protected in accordance with the manufacturer's instructions. - Control areas where vehicles are parked - Ensure that waste materials are not allowed to build

	up and are carefully stored until properly disposed of
6.4. Remove and reduce the risks to people from a fire	<ul style="list-style-type: none"> - Prohibit smoking in the entertainment zone - Ensure clear fire routes and exits from the marquee. - Provide fire extinguishers. - Advise all attendees at the start of camp about the fire evacuation procedure and where the fire points are. - Provide site with a fire warning system. - Introduce regular fire patrols to monitor fire routes and any misuse of hazardous materials. - Will identify individuals with individual needs (disability, age, language barrier) and when booking in discuss their particular requirements.
Step 7 – Means of Escape	
<p>Commentary:</p> <p>All campers, volunteers and contractors will be advised as to what action to take upon hearing the fire alarm or discovering a fire.</p> <p>There are several exits from the three marquees which will be clearly marked and of suitable width. These exits will always lead to an escape route which will take them to the assembly point. This will allow all persons a means of escape if the entertainment zone needed to be evacuated in the event of fire.</p> <p>There are no dead-end conditions, all escape routes lead to a place of safety. It is anticipated that a fire would be noticed fairly soon after ignition due to the amount of persons situated in that area.</p> <p>If there were a fire and the entertainment zone needed to be evacuated then it is believed it would take approx 1-2 minutes to reach the assembly point.</p> <p>If the performance house needed to be evacuated then there are two fire exits which will lead on to the main field. From there people can follow the escape route to the assembly point. Similarly the exits in the other marquees will lead people on to the main field.</p> <p>Upon hearing the fire alarm or discovering a fire, the Management Team will go to the nearest fire point, sound the alarm, collect a high-vis jacket and torch (if needed) and assist with an evacuation.</p>	
Step 8 – Fire safety signs and notices	
<p>There are adequate fire safety signs and notices throughout the area. All exit routes and fire safety equipment are adequately signposted.</p>	
Step 9 – Fire safety systems	

Fire Warning System:

There will be a whistle placed at the fire point within the entertainment zone which will act as the fire warning system. At the beginning of camp all persons will be advised of the location of the whistle and what it sounds like.

Emergency Lighting:

Torches will be located at the fire points.

Fire Fighting Equipment:

There are a sufficient number of fire extinguishers correctly located throughout the area. They are adequate for the risks within the premises and have been serviced within the last twelve months.

Step 10 – Method for calling the fire service

Member of the Management Team is to call 999

Step 11 – Emergency action plan for attendees

ASSEMBLY POINT

CAR PARK

UPON DISCOVERY OF A FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE AREA BY THE NEAREST FIRE ROUTE
- DO NOT RE-ENTER THE AREA
- REPORT TO THE ASSEMBLY POINT AND ALERT A MANAGEMENT TEAM MEMBER
- IF YOU CAN NOT LOCATE A MANAGEMENT TEAM MEMBER CALL THE FIRE BRIGADE BY MOBILE PHONE
- GET IN TO YOUR UNIT AND ENSURE ALL PERSONS ARE ACCOUNTED FOR
- LIAISE WITH THE FIRE BRIGADE ON THEIR ARRIVAL
- IF SOMEONE IS MISSING ALERT A MANAGEMENT TEAM MEMBER OR FIREMAN ASAP
- ONLY ATTEMPT TO TACKLE SMALL FIRES IF CONFIDENT TO DO SO DO NOT PUT YOURSELF AT RISK

UPON HEARING THE ALARM

- LEAVE THE AREA BY THE NEAREST FIRE ROUTE
- DO NOT RE-ENTER THE AREA
- REPORT TO THE ASSEMBLY POINT
- GET IN TO YOUR UNIT AND ENSURE ALL PERSONS ARE ACCOUNTED FOR
- IF SOMEONE IS MISSING ALERT A MANAGEMENT TEAM MEMBER OR FIREMAN ASAP

Risk Assessment Record of Significant Findings		
Risk Assessment for: IOW Revolution Location: Isle of Wight County Showground, Northwood, PO31 8AZ		Assessment undertaken on: 14/02/2022 Completed by: V.Price Signature:
Sheet Number: 3	Area: Campfire Circle	Use: Social area
Step 1 - General statement of policy		
Statement:		
<p>It is the policy of IOW Revolution to protect all persons including attendees, volunteers, contractors and management, from potential injury and damage to their health which might arise from the weekends activities.</p> <p>The Management Team will provide safe camping conditions for all attendees and ensure equipment and emergency systems are regularly maintained. The Management Team will also provide information, training and supervision to all those in their care.</p> <p>The Management Team will give a high level of commitment to health and safety and will comply with all statutory requirements.</p>		
Step 2 – Management Plan		
Commentary:		
<p>The Fire Safety Management plan is contained within the Policy and Procedure Folder and is kept in the Management Tent.</p> <p>It confirms that a fire risk assessment has been completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method as advocated by the Fire Safety Risk Assessment Guide. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.</p> <p>The Management Team have appointed a person who will be responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.</p> <p>This person will be responsible for:-</p> <ul style="list-style-type: none"> • Deciding the fire safety protective and preventative measures. • Informing other responsible persons about these measures. • Ensuring they are implemented and communicated to other employees. • Ensuring co-ordination between other responsible persons. <p>The other responsible persons and their roles are mentioned in the Policy and Procedure Folder. They will be responsible for the fire safety measures as shown.</p>		

The nominated person will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Step 3 – Description of area

The campfire is at the far end of the rear field. The campfire pit is approx 2m by 4m. It is surrounded by three shelters made from fire retardant tarpaulin and scaffold poles. There is a wood pile situated a short distance away. This area will primarily be in use from 2300 hrs till 0300 hrs.

Step 4 – Identify fire hazards

Sources of Ignition: Smokers materials, e.g. cigarettes, matches and lighters.	Sources of Fuel: Flammable liquids e.g. alcohol (spirits), disposable cigarette lighters. Wood Camping chairs	Sources of Oxygen: Air
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Step 5 – People at risk

360 Attendees, 10 Organisers
 People specifically at risk:
 - People who are unfamiliar with the site.
 - People with a disability or those who may have some other reason for not being able to leave the site quickly, e.g. parents with children.
 - People with a language difficulty or whose first language is not English.
 - People with sensor impairment due to alcohol or medication.

Step 6 – Evaluate, remove, reduce and protect from risk

6.1. Evaluate the risk of the fire occurring	- Smoking materials are not properly extinguished
6.2. Evaluate the risk to people from a fire starting in this area	- Potential for fire to spread to woodpile - Potential for fire to spread to grassland - Some wood may be treated with toxins
6.3. Remove and reduce the hazards that may cause a fire.	- Operate a safe smoking policy. - Ensure that waste materials are not allowed to build up and are carefully stored until properly disposed of. - Ensure woodpile is a sufficient distance from the campfire. - Inspect woodpile prior to the start of camp and ensure all potential hazardous wood is removed.

<p>6.4. Remove and reduce the risks to people from a fire</p>	<ul style="list-style-type: none"> - Ensure clear fire routes from the campfire to the assembly points. - Provide water and sand buckets. - Advise all attendees at the start of camp about the fire evacuation procedure and where the fire points are. - Provide site with a fire warning system. - Introduce regular fire patrols to monitor fire routes and any misuse of hazardous materials. - Will identify people with individual needs (disability, age, language barrier) and when booking in discuss their particular requirements.
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Step 7 – Means of Escape

Commentary:

All campers, volunteers and contractors will be advised as to what action to take upon hearing the fire alarm or discovering a fire.

There are two main exit routes from the campfire which lead to an assembly point. This will allow all persons a means of escape if the campfire needed to be evacuated in the event of fire.

There are no dead-end conditions, all escape routes lead to a place of safety.

If there were a fire and the campfire area needed to be evacuated then it is believed it would take approx 2-3 minutes to reach the assembly point.

Upon hearing the fire alarm or discovering a fire, the Management Team will go to the nearest fire point, sound the alarm, collect a high-vis jacket and torch (if needed) and assist with an evacuation.

Step 8 – Fire safety signs and notices

There are adequate fire safety signs and notices throughout the area. All exit routes and fire safety equipment are adequately signposted.

Step 9 – Fire safety systems

Fire Warning System:

There will be a whistle placed at the fire point within the campfire area which will act as the fire warning system. At the beginning of camp all persons will be advised of the location of the whistle and what it sounds like.

Emergency Lighting:

Torches will be located at the fire point.

Fire Fighting Equipment:

There are water and sand buckets located nearby.

Step 10 – Method for calling the fire service

Member of the Management Team is to call 999

Step 11 – Emergency action plan for attendees

ASSEMBLY POINT

CAR PARK

UPON DISCOVERY OF A FIRE

- SOUND THE ALARM USING THE NEAREST FIRE ALARM CALL POINT
- LEAVE THE AREA BY THE NEAREST FIRE ROUTE
- DO NOT RE-ENTER THE AREA
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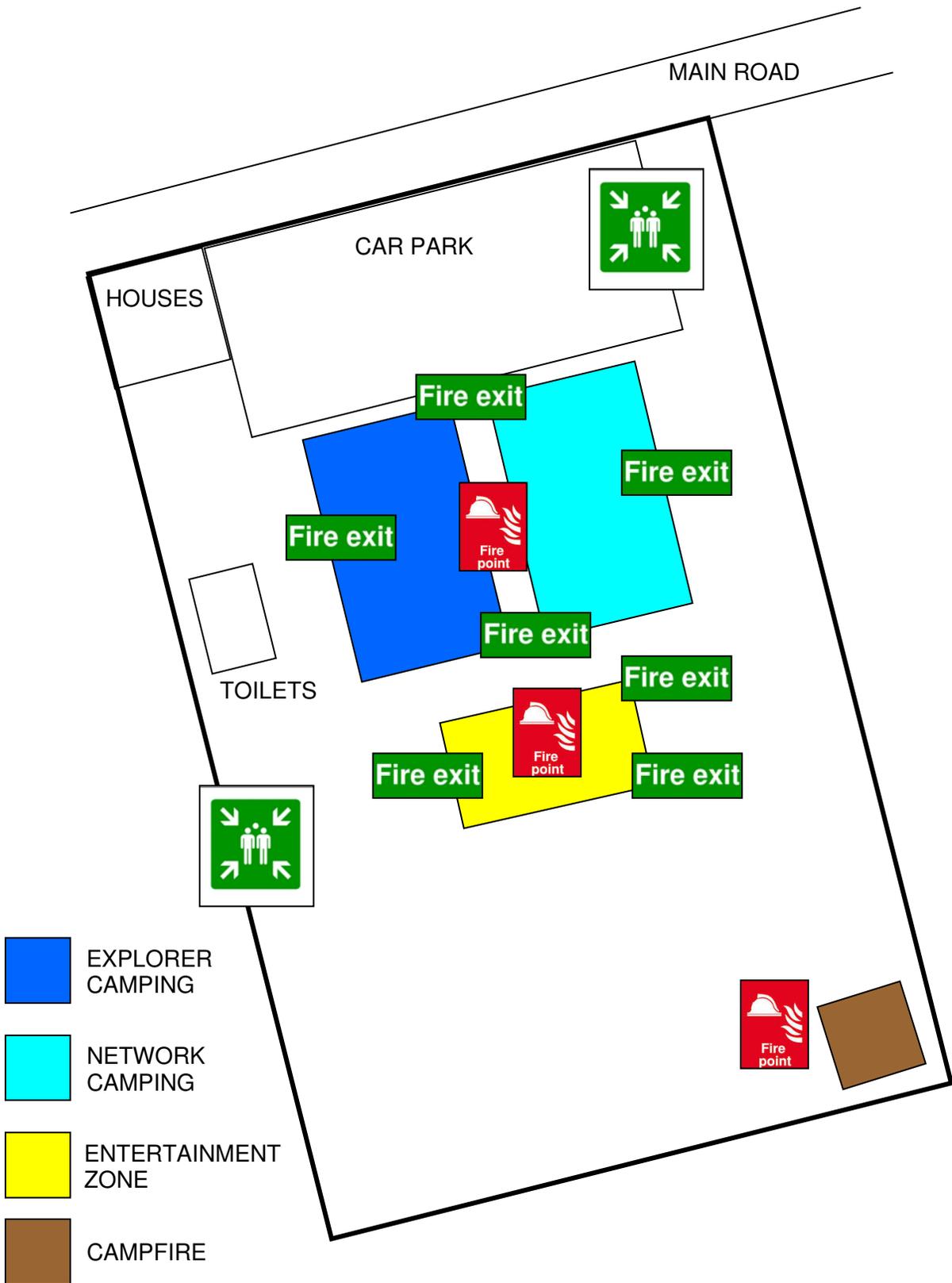
Fire Risk Assessment - Requirements and Actions

Requirement	Action
You must appoint one or more 'competent persons', depending on the size and use of your premises, to carry out any of the preventative and protective measures required by the Order ¹ (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.	Vicky has researched the relevant Fire Regulations and is confident that she has the knowledge to implement measures properly. Dave.H is a Fire Fighter for IOW Fire Service and has the relevant expertise and knowledge.
You must provide your employees / volunteers with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.	The Management Team have been briefed on the risks identified on the fire risk assessment and know the measures that need to be taken to prevent a fire break out.
You must inform non-employees, such as residents, temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated 'competent persons' and about the fire safety procedures for the premises.	There will be bar staff on site at select times throughout the camp. They will be given a copy of our fire risk assessment and advised of fire safety procedures.
You must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.	See fire risk assessment
You must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.	The emergency services are being advised that the event is taking place.
You must ensure that the premises and any equipment provided in connection with fire-fighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an effective manner, in efficient working order and in good repair.	The Management Team have a daily checklist which includes ensuring all fire equipment is in working order, that escape routes are clear and the evacuation point is still easily accessible.
Your employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.	The Management Team have a skilled working relationship based on respect, compliance and cooperation.
Use fire-resistant materials wherever possible.	This will be utilized where possible.
Ensure outdoor areas are kept tidy, by clearing waste and vegetation.	This will be sanctioned.
Hazardous materials, such as fuels (whether in containers or within fuel tanks and machinery), paints or gas cylinders should be stored in a secure and safe location. Care should also be taken to ensure that incompatible materials are not stored together.	This will be sanctioned.
Smoke/vapour outlets should not be sited where their output can be discharged or drift into exits, exit routes, stairways,	This will be sanctioned.

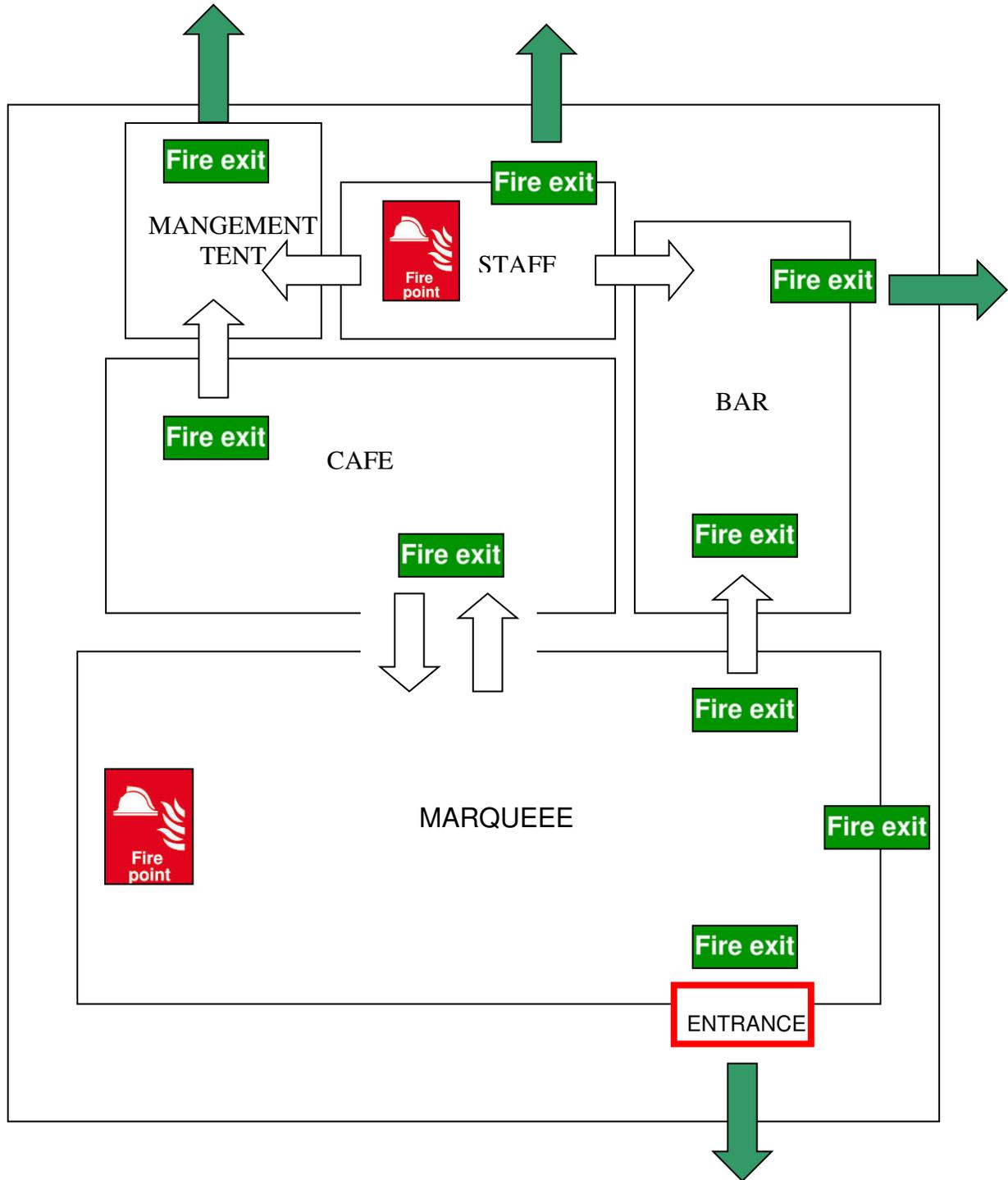
<p>means of escape routes. Actual operation of the machine should take account of public safety and should be limited to the minimum amount of time required to achieve the necessary level of density.</p>	
<p>The means of giving a warning of fire should be suitable for the particular event or venue, taking account of its size, layout and number of people likely to be present and the nature of the event. Because this is a small event/venue the only practicable solution is for people to raise an alarm upon the discovery of a fire by using a simple manually operated device, such as a gong or air horn that can be heard by everybody.</p>	<p>Whistles have been placed at all the fire points throughout the site. The Management will sound the whistle during the opening ceremony so that all the campers know what it sounds like.</p>
<p>Campers should be provided with fire safety advice.</p>	<p>All campers will be briefed during the opening ceremony and a copy of the fire escape routes will be in the welcome pack.</p>
<p>At small sites or venues, having one or two portable extinguishers of the appropriate type, readily available for use, may be all that is necessary. Where a number of portable extinguishers are required they should be sited in suitable locations. Extinguishers should also be sited adjacent to, but not near to, fire hazards. It may also be necessary to indicate the location of extinguishers by suitable signs. Fire blankets may also be appropriate for use on your site and their installation should be considered for higher risk areas, e.g. catering facilities.</p>	<p>We will have two fire points in the camping area, one in the entertainment zone, and one in the campfire circle. There will also be suitable extinguishers within the marquee.</p>
<p>Facilities for fire fighting also include the access routes for fire and rescue service and other emergency service vehicles. At all outdoor venues you must ensure that you have provided adequate and appropriate vehicle access to all parts of the venue. You should also consider how these routes would be affected by the people at your site or event.</p>	<p>This has been considered and measures put in place.</p>
<p>Routes for fire engines should have a:</p> <ul style="list-style-type: none"> • road width of not less than 3.7m; • clear width at gates not less than 3.1m; • clear height of not less than 3.7m; • surface that can carry a vehicle weighing 12.5 tonnes; and • suitable area to allow vehicle to turn around. If a turning circle is provided, have a diameter not less than 16.8m. 	<p>This has been considered and measures put in place.</p>
<p>From any marquee or temporary structure, the minimum width of any exit should be not less than 1.05m. A single exit is suitable for a maximum of 60 people. Where more than 60 people are accommodated, there should be not less than two exits, separated by a distance which limits the possibility that both will be affected by a fire at the same time.</p>	<p>The sufficient width of the emergency exits have been calculated and will be sanctioned.</p>

When in a marquee (which has more than one exit) the fire exits must not be more than 18m travel distance.	This has been considered and measures put in place.
Identify an area/field as a designated place of total safety, which may be within the site boundaries, to which people are evacuated. Ensure the designated place of safety does not place people at undue risk from other sources, e.g. vehicles on a busy road.	An assembly point has been decided upon.
It is essential that escape routes, and the means provided to ensure they are used safely, are managed and maintained to ensure that they remain usable and available at all times when the campers are present on the site.	Escape routes have been decided upon and will be maintained throughout the weekend.
With regards to emergency lighting, for simple venues or events with very small numbers of people, suitably placed torches for use by trained staff or volunteers may be acceptable.	Torches will be put in boxes along with high-vis jackets at each fire point, and each of the marquees.
The extent of escape signage provided will depend on the size of your event and the ease with which people can locate the exits. If the location of exits is obvious from any point, signs located above the exits are likely to be sufficient. If exits are not apparent, additional signs, which direct the people present to the exits, will be required. You must also consider the size of the signage provided. Where the locations of escape routes and fire-fighting equipment are readily apparent and the fire-fighting equipment is visible at all times, e.g. within a temporary or permanent building, then signs are not necessary.	Exit signs will be put up in the marquees, camping area and wherever it is deemed necessary. Fire point signs, along with instructions will be placed clearly along with the extinguishers.
You should ensure that your exits and escape routes, whether outdoors or indoors, are suitable, easily, safely and immediately usable at all relevant times, adequate for the number of people likely to use them and that you have considered 'discounting' those routes or exits that may be affected by fire, free from any obstructions, slip or trip hazards (consider adverse weather conditions) and sited away from marquees to avoid trip hazards from guy ropes and stakes.	This has been considered and measures put in place.

Fire Risk Assessment - Site Diagram



Fire Risk Assessment – Entertainment Zone Diagram



Firework Display Risk Assessment

POR REQUIREMENT	ACTION
Even providing a small display with domestic fireworks needs to be approved by your Commissioner	The County Commissioner will be made aware that we intend to hold a small display on Sunday 17 th April 2020.
One person should be appointed, who is in overall control of the event, with final responsibility for all health and safety matters.	Vicky has been appointed as the person in control of the event.
Before setting up your event, make sure you have informed your local Fire Brigade, Police and First Aid association	Vicky has made the local emergency services aware that the event is taking place.
Produce a simple written plan to help communicate safety for this event to all involved	A plan has been written (see appendix A) which will be given to all those involved in organising the display.
The site chosen should have as many entrances and exits as possible, which should be well lit and clearly signposted	The site has 3 entrance and exit points and are signposted as Fire Assembly Points.
Preferably independent firework display organizers /operators/contractors should be used, if so written confirmation should be obtained that they have public liability insurance in place and that the contractor complies with all regulations and advice from the appropriate bodies.	We are not using independent firework organisers as the fireworks we are using are only domestic fireworks suitable for home use. We believe that we can safely manage their use without assistance from an independent contractor.
Make sure individuals are made fully aware of their duties, reporting and referral lines. Keep spectators at a safe distance.	All those involved in the display will be briefed prior to the firework display starting. The stewards and rope barrier will ensure spectators are kept at a safe distance.
A rope or strong barrier should be used to clearly mark off the display area.	A rope barrier will be erected to keep spectators a safe distance from the display.
Keep well clear of buildings, trees and other hazards.	The area we are lighting the fireworks is away from buildings, overhanging trees and other hazards.
To ensure proper crowd control, you should arrange for stewards to be present.	We will have members of Network and other members of the Management Team as stewards throughout the display.
Adult stewards should be onsite for crowd control, there must be one steward for every 250 spectators and a minimum of two. Stewards should be easily recognisable to spectators.	There will be a maximum of 400 people watching the display so we will have more than enough stewards to suitably control the crowd.
Suitable fire fighting equipment must be available.	We will have suitable extinguishers and buckets of water and sand.

Qualified first aiders should be patrolling the site with regular contact with the person in charge of the event. The use of 2-way radios makes this process much quicker and saves time in an emergency.	We will have two first aiders on site throughout the display. We will have a two way radio so the people lighting the fireworks are able to talk to the appointed person.
Appropriate safety clothing, headgear, gloves and goggles are to be worn by persons responsible for lighting any bonfire or fireworks.	All those involved in lighting the fireworks will have the appropriate safety gear.
Check the HSE guidance for running firework events, HSG123 and HSG124	These links no longer work but guidance from the HSE website on how to organise a display has been sought (see Appendix B)
Try to recruit at least one person with previous firework experience.	We have a trained firefighter with previous experience lighting fireworks.
All fireworks used should be compliant with British Safety Standards.	Our fireworks comply with British Safety Standards.
Car parking areas should be sited well away from the display area and dropping zone.	The car park is the other end of the field to the display.
Do not allow spectators to enter the site with their own fireworks.	The spectators will not be able to enter the field due to the barrier and the amount of stewards on scene.
Fireworks should be kept in a metal container and removed one at a time before replacing the lid.	We will comply with this.
Fireworks which fail to ignite should never be returned to.	We will comply with this.
Fireworks should only be used in accordance with the manufacturer's instructions.	The fireworks will be used in accordance with the manufacturer's instructions.
Fire fighting equipment should be stowed nearby.	Fire fighting equipment will be kept nearby.
Spent or failed fireworks should be soaked in a container of water and manufacturer consulted about disposal. Fireworks must not be put on bonfires.	We will comply with this.

Appendix A

Team A – Stewards

Responsibilities:

- Control crowd
- Ensure rope barrier is secure
- Notify control of any issues.

Team B – Firing Team

Responsibilities:

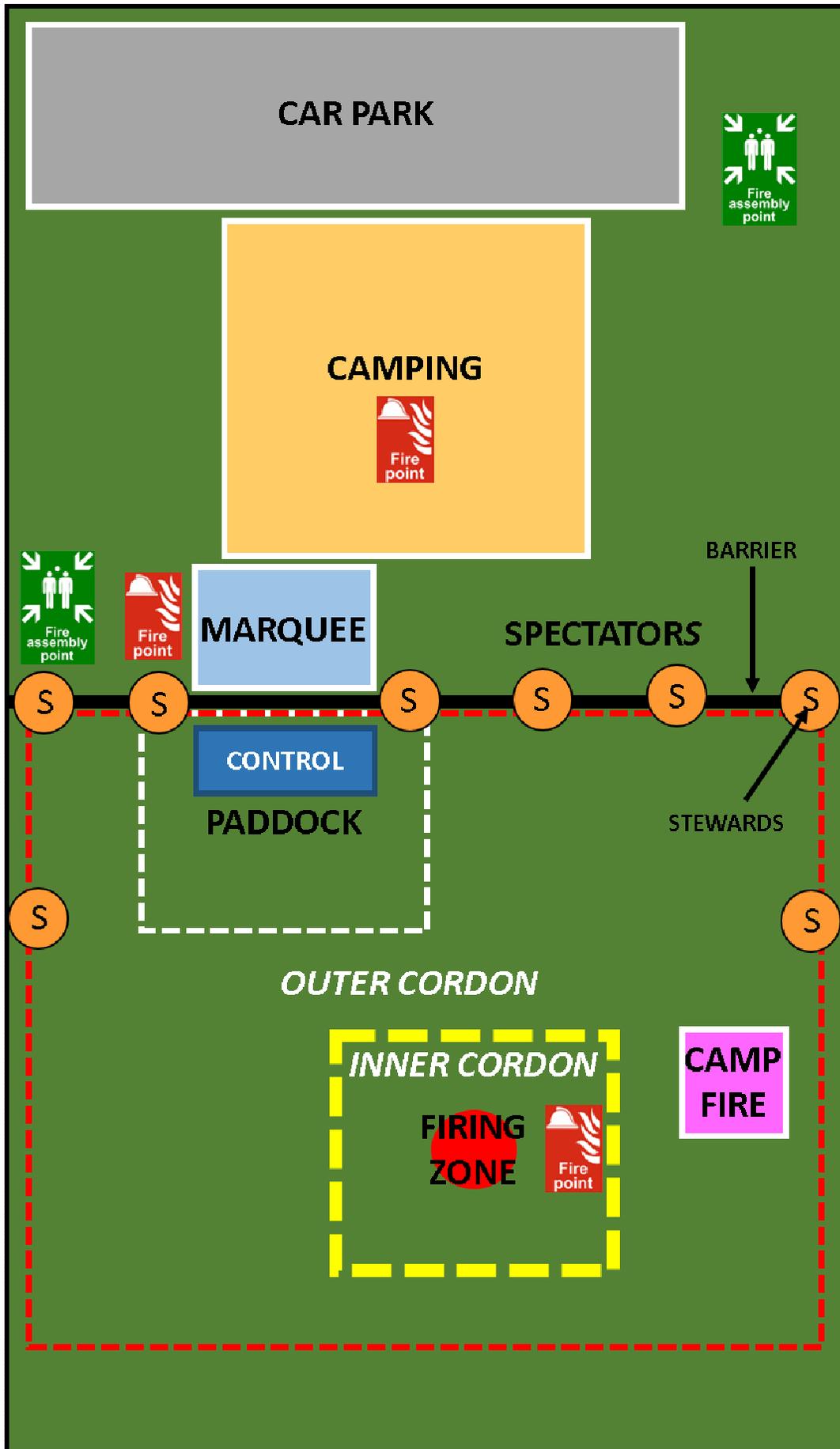
- Ensure fire equipment is in a suitable location
- Safely let off the fireworks
- Safely collect any spent fireworks and submerge in water
- Notify control of any issues.

**BE AWARE OF YOUR SURROUNDINGS
KEEP THE AREA CLEAR OF ANY HAZARDS
DO NOT RETURN TO ANY FIREWORKS THAT FAILED TO IGNITE**

Team C – Control

Responsibilities:

- Brief the team before the display starts
- Ensure everyone is aware of their responsibilities
- Contact emergency services if required
- Oversea the display and alert either team if there are any issues



Appendix B

HSE GUIDANCE	ACTION
Think about who will operate the display. There is no reason why you should not light a display yourselves provided it only contains fireworks in categories 1, 2 and 3. but remember, category 4 fireworks may only be used by professional firework display operators. In untrained hands they can be lethal.	We are not using Category 4 fireworks. The event is being run by persons who have experience in firework displays.
Consider whether the site is suitable and large enough for your display, including a bonfire if you are having one. Is there space for the fireworks to land well away from spectators? Remember to check in daylight for overhead power lines and other obstructions. What is the direction of the prevailing wind? What would happen if it changed?	The site is suitable and large enough for a display. We are not having a bonfire. There is enough distance for the fireworks to land safely away from spectators. We have checked the site and there are no overhead power lines or other obstructions. We will complete a weather forecast just prior to the event so we can see what direction the wind is travelling, however as we are in a large field I do not anticipate the wind direction being an issue.
Think about what you would do if things go wrong. Make sure there is someone who will be responsible for calling the emergency services	Vicky has been appointed as the person in charge and will be responsible for calling the emergency services.
Make sure you obtain the fireworks from a reputable supplier.	The fireworks have been purchased from a reputable supplier.
If the display is to be provided by a professional firework display operator make sure that you are clear on who does what especially in the event of an emergency.	We are not using an independent contractor.
Ensure you have a suitable place to store the fireworks. Your firework supplier or local authority should be able to advise.	Fireworks will be stored in a metal container as per Scout POR.
If you plan on selling alcohol the bar should be well away from the display site.	The bar will not be open until after the display.
On the day of the event: Recheck the site, weather conditions and wind direction	This will be actioned.
Don't let anyone into the zone where the fireworks will fall – or let anyone other than the display operator or firing team into the firing zone or the safety zone around it.	There will be stewards patrolling the site prohibiting persons from entering the firing zone.

Discourage spectators from bringing drink onto the site.	This will be actioned.
Don't let spectators bring their own fireworks onto the site.	This will be actioned.
Never attempt to relight fireworks. Keep well clear of fireworks that have failed to go off	This will be actioned.
The morning after: Carefully check and clear the site. Dispose of fireworks safely. They should never be burnt in a confined space (eg a boiler)	This will be actioned.