



# Fire Risk Assessment & Emergency Evacuation Plan

## **EVENT NAME – EVENT DATE**

**War Memorial Recreation Ground, Whitefield Road, New Milton BH25 6DE**

**\*\* This document requires your organisation to nominate 3 people as responsible, and they need to be named\*\***

### **1. AIM OF DOCUMENT**

This document should be read in conjunction with the Site Plan, Risk Assessment and Capacity & Evacuation Calcs. These documents collectively demonstrate that the site can be safely evacuated within two minutes from notification that an emergency is in progress. The site has a maximum capacity of 30,000 yet we have capped at 4,999 as a more manageable figure historically, and this has now been added to our Premises Licence in the most recent variation.

The site plan shows all exit points/escape routes and are

- Suitable;
- Easily, safely and immediately usable at all times;
- Adequate for the numbers associated;
- Marked on the site plan, including Vulnerable persons meet points x 2
- Checked regularly and are free from obstruction, slips or trip hazard;
- Well lit by standard lamp columns.
- North point (exit 1) is the nominated sterile route and will have a steward monitoring at all times.
- These documents will be summarised for volunteer stewards/SIA prior to the event.

The number of exits and the rates at which people can flow through them has been designed upon formula based on medium risk scenarios. The site is mainly a standing venue. The capacity of the exits exceeds the stated capacity of the site and allows that one or more of the exits may be unavailable due to location of fire or other emergency.

### **2. FIRE RISK ASSESSMENT**

<b>Identify Fire Hazards</b>		
<b>Sources of ignition</b> Public open space 24/7/365. Potential sources are Arson, faulty trader equipment	<b>Sources of Fuel</b> LPG, petrol generator, electrical	<b>Sources of oxygen</b> None.
<b>People at Risk</b>	Attendees (public including vulnerable) event organisers and volunteers, traders, contractors.	
<b>Evaluate, remove, reduce and protect from risk</b>		
Evaluate risk of fire occurrence	Performance pavilion has services secured under lock and key, same for electrical service bollards. Traders using LPG or petrol generators using adequate protection on board, or to side of vehicle using adequate protection from public. Most in purpose built catering vans/temporary	

	bars. Of low risk.
Evaluate risk to people from fire starting	All traders will have provided relevant safety certificates for equipment used. All NMTC equipment is regularly safety checked.
Remove and reduce hazards	Event stewards/SIA briefed by organisers prior to event. General observations to be conducted throughout event and site, reporting to <i>(fill name of your organisations representative – person 1)</i> as appropriate should need arise. The site is well maintained as public open space. Evacuation information shown below. All purpose-built vehicles hold firefighting equipment (catering vans etc). Fresh water supply available at northern and southern boundary buildings (Memorial Centre and WC block). <i>(Both open for event?)</i>
Remove and reduce risks to people from fire	No significant further measures needed.
<b>Review date</b>	Unlikely need as all variations of trader/services now considered.

### 3. ACTIONS ON FIRE DISCOVERY – EVACUATION PROCESS AND ROLES (in bold)

Step 1 – Initial	Visually assess to see if source can be determined and if appropriate, tackle fire if possible using appliances available, <b>without taking personal risk</b> . Purpose built catering vans have own facilities, running water at NFDC toilet block (south) and Memorial Centre (north).  Steward will immediately inform <i>(person 1)</i> Further steward will keep public away from site.
Step 2 – Comms.	<b>Person 1 to inform if considered a major incident, and take overall control until emergency services arrive.</b> <b>Person 2 to make 999 call from mobile phone and liaise to incident. Person 1 takes control once services on site, including information on any specific risks.</b> <b>Announcement to be given over PA system, exercising caution so as not to cause panic. State safe exit points away from incident. Advise on vulnerable meet points.</b>
Step 3 - Process	<b>Encourage calm exit use.</b> <b>2 x Stewards take up vulnerable meet points (detailed on site plan), to aid evacuation.</b> <b>1 x steward to check all enclosed structures such as hired toilets.</b> <b>Person 3 to lead crowd management.</b> <b>Stewards to usher attending public from site, expectation of Old Milton Road spill out so anticipate crowd movement to limit potential casualty.</b> <b>No vehicles to leave site until emergency services have declared safe to return.</b>
Step 4 – escape routes	<b>All escape routes can be used as exits dependant on location of incident, and are clearly visible. All exits are kept free with exception of removable bollards.</b> <b>Exit 1, to the north, is sterile route.</b>

#### 4. OTHER EMERGENCY INCIDENTS, PROCESS AND RESPONSIBILITIES

The following incident types should be reported to Event Management

<b>MEDICAL</b> – <i>Add own detail.</i>
<b>POWER LOSS</b> – <i>Person 1</i> to be advised, to make contact with NMTC.
<b>CHEMICAL SPILL</b> – No significant chemicals or hazardous substances are stored on site including the groundsman hut near to exit 1.
<b>TERRORIST ACTIVITY</b> - Crowded places are an attractive target for a potential terrorist attack alert so consideration must be given to what can realistically be put in place to reduce risk. There is also consideration of proportionality, noting that the venue serves for general family-based events often run by community organisations.  All stewards due to be on duty at the event should be briefed on how to spot and report potentially suspicious behaviour. Forms of attack could be VAW (Vehicle as a weapon); marauding attack, lone attack, acid attack – for more guidance go to the NaCTSO website.  Lost package considered suspicious, use HOT protocol below  <b>H – Hidden?</b> – concealed or hidden from view? Bombs unlikely to be left in such places where it will be noticed quickly <b>O – Obviously suspicious?</b> Does it have wires, circuit board, batteries, tape or putty like substance? Does it pose an immediate threat to life? <b>T – Typical?</b> Is the item typical of what you might find at this location? Most lost property is found in locations where people congregate.  If still considered suspicious, contact event management for 999 call. Announcement to be put out, using CODE WORD x <b>Follow Evacuation process and responsibilities.</b> Clear area of visitors and volunteers in calm but assertive manner. Minimum safe distance from suspicious bag is 100m. Cordon off the area and ensure no one returns to it, until declared safe by emergency services.