

FENEDGEFESTIVAL.CO.UK
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FEN EDGE FESTIVAL 2017

**FIRE SAFETY POLICY AND
PROCEDURES**

FIRE SAFETY ADVICE

Marquees

Access and crowd safety

- 1) Marquees are strictly NO SMOKING AREAS.
- 2) Each exit will be clearly identifiable. If this is not the case please contact the Lead Steward or the Lead Safety Officer.
- 3) In the main marquee 4 exits must be maintained at all times. These must be 195cm wide and kept clear of any obstructions. In the second marquee there must be 2 exits, 105cm wide.
- 4) Door flaps when down should hang loose and open outwards by parting at the centre of the exit. If it is necessary to close the door flaps, they should be loosely tied, and an attendant should be on duty at each exit.
- 5) Fire points will be located around the marquees. All organisers and their associates should make themselves aware of the fire point and familiarise themselves with the equipment
- 6) The maximum number of people permitted in the a) main marquee on the Village Green is 400 seated and 499 standing, and in b) second marquee (The Venue and Beer Tent) is 80 seated and 120 standing.
- 7) Gangways leading to the marquee exits shall not be less than 110cm wide and will be kept clear of any obstructions at all times.
- 8) If rows of seating are to be provided, no seat is to be more than 3.6m away from a gangway and the gangway must not be less than 110cm wide. The space between rows will not be less than 30cm measured from the back of any seat to the front of any seat, immediately behind.

Electrical equipment and cables

- 9) All electrical equipment should be in accordance with the Institute of Electrical Engineers Regulations and should have been checked by a competent electrician prior to the event.
- 10) All electrical equipment must be in a safe condition and suitable for the type of use e.g. if in the open air where it may get wet,
- 11) All supply cables must be positioned so they are not liable to physical damage e.g. not through doorways, across the surface of walkways.
- 12) All trailing cables should be kept to a minimum length and securely covered.
- 13) All cables must be positioned so as not to cause a trip hazard.

Cooking and heating appliances and combustible materials

- 14) Cooking and water heating appliances should be positioned well clear of marquee walls/roof and other combustible materials (minimum of 2m).
- 15) Where 'bottled gas' is used, the cylinders should be sited outside of the marquee. Similarly, generators must be sited outside the marquee. At all times, such equipment must be supervised and handled by persons fully conversant with manufacturers' instructions.
- 16) Under no circumstances can candles or similar naked flames be used within or around marquees.
- 17) All organisers and their associates will be aware of what to do in the event of a fire (see below) and of the stewards' role in relationship to fire safety.
- 18) Any decorations, including scenery etc. shall be rendered non-flammable (BS5651, BS5438(1980) and BS5867(1980))

Cottenham Village College

- 1) Cottenham Village College has its own fire risk assessment and the following applies to the areas of the College being used for FEF activities

Fire Alarm System

- 2) The means of giving warning in the event of fire is provided by an addressable mostly manual fire alarm system with some automatic detector coverage. The system is tested and maintained in accordance with BS 5839. There is a link via Redcare to an alarm receiving station.

Main Entrance and Reception

Means of Escape

- 3) The means of escape from fire is considered to be satisfactory for members of staff and pupils. This part of the school is a single storey building which is linked to the three storey block by a single storey extension. The building houses office accommodation and toilets, main hall, common room, lecture room, medical room, reception, kitchen, dining hall, gym and changing rooms, staff room and an IT suite. There is a maximum travel distance in a single direction of approx 15m from the lecture room. A fire exit is available through the common room creating an alternative direction of escape from the admin corridor. Alternative escape routes are available from most areas and travel distances are within acceptable limits. Acceptable emergency lighting coverage.

Control and Extinguish

Fire extinguishers in strategic places around the building.
75mm Fire hydrant situated on green by pond. Limited open water supply in pond. Fire Service Access good.

Sports Centre and Dance Studio

Means of Escape

- 1) The means of escape from fire is considered to be satisfactory for members of staff and pupils. This part of the school is a single storey stand-alone building with sports hall, fitness suite, changing rooms, reception and office. There is a maximum travel distance in a single direction of approx 6m from the office. Alternative escape routes are available from most areas and travel distances are within acceptable limits.

Control and Extinguish

- 2) Fire extinguishers by exits.

WHAT TO DO IN THE EVENT OF A FIRE.

If there's a fire, you have no time to spare. You need to know exactly what to do next.

Alert everyone

1. Make sure everyone in the area knows there is a fire.
2. Inform the Lead Steward and Safety Officer using the code "red".

Get everyone out and gather at the muster point.

- Don't delay for valuables.

- Don't investigate the fire.
- The muster point is at the Cottenham Village College Car Park, in front of the pond.

Call 999 when you are safe

Don't go back in
Not for anything.

Appendix A

Fire extinguishers

Make sure you have the right type of extinguisher

There will be three types of fire extinguisher available in the marquees.

3 x CO2 extinguishers

1 x Foam extinguisher

5 x Water extinguishers

The foam extinguisher is for barbecues and similar open fires and the CO2 extinguishers are for the Main Marquee, The Venue and the Control Tent where the electrical equipment is located. The water extinguishers are for general use in the Main Marquee, Control Tent, Venue and First Aid Tent.

Water based extinguishers are for ordinary combustible materials such as paper, wood, cardboard, and most plastics. Only fight the fire if you're certain it only contains ordinary combustible materials.

[Never use a water extinguisher on grease fires](#), electrical fires or chemical fires - the flames will spread and make the fire bigger!

Carbon Dioxide (CO2) extinguishers are used for fires involving flammable or combustible liquids and fires involving electrical equipment such as appliances, wiring, circuit breakers and outlets.

Foam extinguishers provide a great option for Class A and Class B fire fighting, including those fires that are caused by the ignition of materials such as wood, paper and fabric as well as liquids such as paints, petrol and oils. The foam is emitted from the foam extinguishers and this forms a seal on the burning surface of the material or liquid, which cools and stops re-ignition.

How to use a fire extinguisher – remember P-A-S-S

Pull the Pin at the top of the extinguisher. The pin releases a locking mechanism and will allow you to discharge the extinguisher.

Aim at the base of the fire, not the flames. This is important - in order to put out the fire, you must extinguish the fuel.

Squeeze the lever slowly. This will release the extinguishing agent in the extinguisher. If the handle is released, the discharge will stop.

Sweep from side to side. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Be sure to read the instructions on your fire extinguisher - different fire extinguishers recommend operating them from different distances. Remember: Aim at the base of the fire, not at the flames!!!!