



Added by Police - Document name
Appendix Di - Search Policy

Search Policy

This document outlines the search policy adopted for events and functions of SRM some event specific alterations to this policy may be added and included in the site handbook such as items allowed in and anything extra to look out for. All staff will be SIA trained and as result will have had training on search techniques this will be re-briefed to them pre event and any training prior to the event for the search teams may also be conducted and recorded.

Searching on entrance

We must ask for permission

Are you happy for us (security team) to conduct a search at this location?

Private areas should be used if requested by the guest (private areas are located at every search area)

Are you in possession of any drugs?

If the guest answers YES to the above, explain to the guest, that for entry to the event today they can volunteer to place their drugs into the drugs amnesty bin and on doing so (and after a negative persons search), they (guest) will be allowed entry into the event

Carryout Search

Ask the guest for permission to carryout out a person's search, looking at: collars, cuffs, pockets, wallets, cigarette packets, bags and asking to lift up trousers to show ankles and socks (if needed)

If **drugs are found**, drugs are to be placed in a locked safe/box in security control and entry refused to guest. Security team must fill out **The necessary form**, pass over description and confirmation of no entry denial to control for further monitoring.

Principles of a searching guests

An assessment needs to be made on quantity of drugs found. If it is felt the quantity is for possible dealing, this needs to be communicated to Control. Control will decide on next course action, which may involve the police.

- Ask permission to search and for permission to be granted before carrying out a search
- Make sure the guest is happy to be searched in your location. If not, a private area should be sought.
- Show respect and empathy throughout the search process. Some people may feel very uncomfortable, others may have mobility issues – both of which should be considered.
- During each search you are representing the company you work for as well as the Event
- Keep a steady control of the process and do not allow others to interfere.
- If possible, conduct the search where others cannot observe
- The individual you are searching can be allowed to assist by emptying their bag and pocket and removing items of clothing such as their jacket.
- Same sex searches should be conducted. This helps where a person may be embarrassed about being searched.
- Have a colleague with you during a search. This will help serve as a witness should a person accuse anyone of misconduct as a result of the search.
- Take care that the correct environment is made for the search, as well as be wary of individual needs. For instance, where a religious garment may need to be removed, or a person has mobility issues, sensitivity and empathy is key.



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- Any details obtained from guests, should be kept out of site of other guests and handed to event Manager/director

Where possible, CCTV or Body Cameras should be used at all searches

Searching within the event

Are you happy for us (security team) to conduct a search at this location?

Private areas should be used if requested by the guest (private areas are located at every search area)

Are you in possession of any drugs?

If the guest answers YES to the above, explain to the guest, that the event has a zero tolerance policy on drugs and because they are in possession of drugs at the event their right to remain at the event is being withdrawn and that you (security team) will escort them off site.

PART B

- If a guest agrees to a search, and drugs are found, the guest will have their right to remain on site removed and be escorted from the event. This should be relayed to Control with a description and to fill out the relevant paperwork
- If a guest agrees to a search, and drugs are not found, the guest may remain on site.

Principles of a searching guests

- Ask permission to search and for permission to be granted before carrying out a search
- Make sure the guest is happy to be searched in your location. If not, a private area should be sought.
- Show respect and empathy throughout the search process. Some people may feel very uncomfortable, others may have mobility issues -- both of which should be considered.
- During each search you are representing the company you work for as well as the event
- Keep a steady control of the process and do not allow others to interfere.
- If possible, conduct the search where others cannot observe
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- Same sex searches should be conducted. This helps where a person may be embarrassed about being searched.
- Have a colleague with you during a search. This will help serve as a witness should a person accuse anyone of misconduct as a result of the search.
- Take care that the correct environment is made for the search, as well as be wary of individual needs. For instance, where a religious garment may need to be removed, or a person has mobility issues, sensitivity and empathy is key.
- Any details obtained from guests, should be kept out of site of other guests and handed the event manager or event director
- Where possible, CCTV or Body Cameras should be used at all searches



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- Be able to deal and control difficult situations, with strong conflict management skills
- Have very good customer communications skills
- Show great customer service



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Added by Police - Document name -
Appendix Gi - Ejection Policy

1. Introduction

This policy details the procedures to be followed for any evictions. It is to be used in conjunction with customer process escalation chart below. The driving principles for this policy are safety and transparency.

The first section summarises how safe evictions are managed, the second section discusses the finer details of such ejection and final section is a customer process chart that details how incidents are escalated to eviction status.

2. Summary 2.1. SAFER

Ejections are always a last resort and must follow the SAFER procedure.

SUPERVISION – Every ejection must have a security manager. Police may be required.

ABILITY – Are they in a fit state to look after themselves? If not, go to welfare.

FUTURE – Where are they going, they must have a safe onward journey.

EJECTION SLIP – Must be signed by a security manager. Remove all accreditation.

RING – Make sure they have the opportunity to ring a taxi, relative or friend.

More information on the elements involved in the SAFER procedure is given later in this document.

2.2. Recording

Following any eviction, the security manager must ensure the following 4 steps are completed:

- Incident reports are completed
- Evidence Camera Footage is recorded and backed up
- Log is recorded
- Senior production team member is informed

3. Ejections

3.1. Incident Reporting

All ejections must have an incident report written for them, and this must be handed to the radio controller or the Crowd Manager.

3.2. Evidence Gathering Cameras

Ejections where possible should be recorded with an Evidence Gathering Camera, and footage should be logged with incident number. Any use of EGC must adhere to EGC policy

3.3. Security Manager

Ejection from site may only be authorised by a Senior SRM Security manager, a Senior Production Manager, or an on duty police officer.

3.4. Accreditation



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All accreditation from ejected person must be removed at point of exit from site.

3.5. Eviction location

The ejected person or persons must be removed to a predetermined area of safety dependent on how they arrived to site. This will be agreed by a Senior Production Manager and a Senior SRM Manager before the event and will be briefed to all staff during the event. The ejected person or persons will be given the option to wait for taxi, shuttle bus or if they have the ability drive their own car home. If none of these options are available, they may walk off site following the predetermined route or be taken to a safe drop off point at the start of the road closures to continue their onward journey safely.

If the person is not in a position to look after themselves they will be taken to welfare and assessed there and the appropriate response taken.

3.6. Telephone

The ejected person or persons will be offered the use of a telephone to call a taxi or friend/relative. If they are unable to call a taxi or a friend/relative a taxi will be called for them by either a member of production, or the radio controller/event controller. They will then be escorted to the taxi rank to wait for pick up.

3.7. Welfare

If the person is identified as being vulnerable due to intoxication, incapacitation or suspected to be under the influence of a controlled substance by the Senior SRM security Manager / Senior Production Manager / on duty police officer authorising the ejection, the person(s) to be removed from site they will be either taken welfare or medical areas for assessment. Following advice from welfare or medical the Senior SRM Manager/Senior Production Manager/on duty police officer will act accordingly to ensure the individual or individuals are removed from site in the safest manner (i.e. an ambulance called or being picked up by friend or relative)

3.8. Persons under the age of 18

If the person is identified as being under the age of 18 they must be immediately escorted to Welfare. Security Control must be informed so that this can be logged and passed onto the Welfare team prior to the person's arrival at the Welfare area. The young person must be formally handed over to Welfare following the Welfare procedure. If the person poses a risk to themselves or others a response team or Srm Senior Manager must be present until the parent/guardian arrives to ensure the safety of the young person or others. Welfare are to inform SRM Security Control of the arrival time and mode of transport of the parent or guardian so that they can be escorted onto site to collect the young person. If welfare cannot contact the parent or guardian they may contact social services or the police, and will keep SRM Security informed of all actions.

3.9. Ejection Slip



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The person or persons being ejected will be given an ejection slip that has been filled out by the Senior Manager (production or SRM) authorising the ejection. This will explain briefly reason for ejection and time/date of ejection.

3.10. Force

Only reasonable force may be used to effect the ejection in line with statute law.

3.11. Police

If the ejection is deemed serious enough to involve the police then the person or persons will be held until the police have been informed and have arrived. The person or persons will then be handed to the police and the response team enforcing the ejection or the SRM security Senior Manager will ensure that police officer identification is recorded via control. If police officers are unable to attend full available details of the person or persons will be recorded and given to the police at a later time.

3.12. Log

Once the person or persons have left the designated area for ejection radio control will be informed and a log made. The log will include method of transportation as well as registration number if vehicular. If the person or persons decides to leave by any other method other than motorised vehicle, verbal warnings relating to the health and safety ramifications of their chosen method of transport including but not restricted to, unlit roads and fast moving vehicles will be given. This information is also on the ejection slip.

3.13. Production

All incidents of ejection will be reported to a Senior Production Manager at either the first available briefing time, or via the production radio. This third party check has been included to ensure all relevant procedures have been followed.

3.14. Disciplinary

Staff failing to follow the SAFER procedure will be subject to the SRM security disciplinary process.



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Introduction

The purpose of this Event Management Plan is to outline the plans, procedures and agreements put in place for the Halloween Weekender based on the event risk assessment shown at Appendix A (under production).

The intention is to draw together all matters of safety and logistics, plans, information for and from partners and the information that is given to the public. The document and its appendices include many operational plans and risk assessments which, together, provide a Method Statement for the events.

Mellyvents, working with the Dog & Whistle pub, has been appointed to provide event management plans and services for the event project known as Halloween Weekender to be undertaken at Redricks on 30th and 31st October 2021.

This Event Safety Management Plan includes policies and control measures that have been created to provide the necessary safety and environmental precautions associated with the event. The CV19 pandemic is an ongoing situation, and the event and its risk assessment will continue to be a dynamic document and is subject to development through the planning processes. We have separated out all CV19 mitigations into Appendix B; as COVID is such a fluid and changing situation this is necessary to allow other planning to progress. This Appendix will be our strategy document for CV19 and will contain actions and mitigations that we may or may not require depending on government guidelines at the time of the event. For the avoidance of doubt we are planning all events to be within the Government's Step Four range on the Road Map released for Spring 2021. We are now in Step Four.

This document has been created based on the government roadmap for re-opening of the country, and is correct for the events date as of the update log table on page 2.

This document has been created based on extensive knowledge of the event site, events industry and experience of the implementation of statutory regulation and guidance including the Purple Guide, government and local authority advice on the ongoing CV19 pandemic, other relevant documentation and guidance. A practical, pragmatic and realistic approach has been taken to the planning process based on this experience and knowledge.

SHOW STOP PROCEDURE

Permanent Show Stop or Temporary Show Stop

The show stop, or pause, is a rapid and controlled performance intervention to either prevent further risk, resolve a problem, or to initiate an evacuation. A show stop and evacuation are not mutually exclusive, and a show stop does not indicate an evacuation should occur.

Stopping an event in the middle of a performance can sometimes create unexpected problems such as crowd surges, violent behaviour and confusion and should only be used as a last resort if a situation or incident cannot be resolved whilst the event continues. Temporary Show Stop is always preferable over a permanent show stop.

Advance preparation

In advance of the show, the following should be undertaken by the team:

Event Manager

- Ensure copy of procedure is held by stage managers.
- Ensure copy of procedure is held by sound engineer.

Security Manager

- Ensure copy of procedure is held by stage area supervisors
- Ensure copy of procedure is held by response teams

Stage Managers

- As necessary brief artists and their managers on the procedure
- Setup a muted vocal mic stage left for announcements
- Agree an emergency lighting state with lighting team

Sound Engineer

- Ensure policy is read and understood

TEMPORARY SHOW STOP

Normal operations will be resumed following a Temporary Show Stop. Possible scenarios that may require a Temporary Show Stop include, but are not limited to:

- Power outage
- Crowd issues that are resolvable such as
 - surges during certain parts of the programme
 - medical incident etc.

Staffing

The following people can initiate a Temporary Show Stop:

- Site Manager / Premises License Holder
- Event Director
- Security Manager
- Stage Manager
- Event Manager

If there is serious and imminent danger, a member of this group may initiate an instant Temporary Show Stop without consultation from another member of the group but must inform Event Control immediately. The above staff may be issued with a show stop card. Presentation of this card is proof of this authority. (Red card, may have the words 'Show Stop')

Procedure for temporary show stop

The Stage Manager will be responsible for enacting a Temporary Show Stop procedure upon request from any of the management team listed above.

Emergency response procedures for temporary show stop

Responsible	Action	Announcement
Stage Manager	Situation reported via face to face, radio, or phone Prepare to halt the artist either directly or via their manager (as agreed in advance)	"Ladies and gentlemen, this is a security announcement. We are dealing with a minor incident and in the interests of audience safety you are required stay

Ensure all technical crew are aware of the situation,

Standby and await further instructions

When told by Event Control, stop the performance and make the announcement, OR use the artist to communicate with the crowd if it is a crowd issue. Ensure the artist is clear about the message before allowing the message to be broadcast (use cue cards)

Check with engineer that channel is open on emergency mic

When instructed by Event Control, make the announcements

Escort artist off stage

Await further instructions

Venue FOH engineer

Request from Stage Manager or Event Control to Temporary Show Stop

Ensure that emergency vocal mic is working and available for use.

Once Event Control have given the go-ahead, fade down all channels except main vocal mic

Await further instructions from Event Control

Remove yourself to an area of safety via the nearest exit, following directions from the security or stewards

patient and remain where you are. The show will recommence shortly"

If it is a stop for excessive crowd pressure for example, the following messages may be more appropriate: "Ladies and Gentlemen. For the safety of those near the front of the stage, please take 3 steps back. Thank you" (Then commence counting to three slowly and repeat if necessary)

Incident attendance

Where possible, a Temporary Show Stop should be attended by the Event Director, Event Manager, or Technical Manager for assessment and to support the stage manager in the restart. The relevant person in attendance will depend on the

incident scenario (e.g. tech manager for power, etc.).

If the situation escalates and they are required to attend ELT, then this requirement overrides they need to be present at the site of the incident.

Temporary Show Stop re-start

If an incident has been resolved the show can be restarted once confirmation has been given from EventControl. Any person authorized to enact a Temporary Show Stop is also authorized to restart the show again, but only once Event Control has confirmed the impact has not caused issues in other areas of the site.

PERMANENT SHOW STOP

Normal operations will not be resumed following a Permanent Show Stop. Possible scenarios that may require a show stop include, but are not limited to:

- Severe and recurrent crowd issues
- Structural Collapse
- Fire
- Off-site events (Evacuation or Show Stop initiated by Emergency Services)

Staffing

The following people can initiate a Permanent Show Stop

- Event Director
- Event Manager
- Security Manager
- Site/Venue Manager

All of the above have the authority, in consultation with the rest of the team, to initiate a show stop. No single person can call a Permanent Show Stop alone.

The above staff may be issued with a show stop card. Presentation of this card is proof of this authority. (Red card with the words 'Show Stop')

Procedure for permanent show stop

The Stage Manager will be responsible for enacting a Permanent Show Stop procedure upon request from any of the management team listed above. Please note that if there is serious and imminent danger, the Stage Manager may initiate an instant Show Stop but must inform Event Control immediately. This should be a last resort decision as the implications of a venue Show Stop for the rest of the site need to be considered.

Emergency response procedures for permanent show stop

Responsible	Action	Announcement
Stage Manager	<p>Code Amber via face to face, radio, or phone</p> <p>Prepare to halt the artist.</p> <p>Switch to emergency channel if instructed (Channel tbc)</p> <p>Ensure all technical crew are aware of the situation whilst maintaining radio silence.</p> <p>Standby and await further instructions</p> <p>When told by Event Control, stop the performance, escort the artist off stage.</p> <p>Check with engineer that channel is open on emergency vocal mic</p> <p>Make the announcement as agreed</p> <p>Evacuate the stage along with all technical crew, move to a place of safety and await further instruction</p>	<p>ANNOUNCEMENT 4 on the pre-scripted list:</p> <p>Ladies and gentlemen, this is a security announcement. We are dealing with an incident and due to circumstances beyond our control it has become necessary to close the event early. Please leave using all available exits. Please do not run – leave calmly and follow instructions from the security and stewarding teams”</p>
FOH engineer	<p>Request from Stage Manager or EventControl to show stop</p> <p>Change to emergency channel if on radio</p> <p>Ensure that emergency vocal mic is working and available for use</p> <p>Once artists have left their positions onstage, fade down all channels except main vocal mic</p> <p>Move to a place of safety</p>	

Further notes

If the show must be stopped, particular attention should be paid to the following:

- **Termination of power supplies:** Ensure that technical kit (including PA) is not required to assist with the evacuation of the venue before terminating supply.
- **Evacuation of Artist & VIP's:** The evacuation of artists and VIP's and their entourage into a public area can be a hazard in itself. The security team working in that area will handle movement of the artists to a safe place in accordance with standing instructions.
- **Vehicles:** In the event of an incident requiring the response of additional emergency services units other than those on duty within the site, the request must be directed through the Event Control. All designated roadways will be maintained by security teams under the direction of the head of security to allow access for emergency vehicles.

Added by Police - Doc name - Appendix 8 - SOTO
SIGN OFF TO OPEN PROCEDURE
(SOTO)

The purpose of the SOTO is to ensure the communication of a clear procedure for the sign-off of the Waterbridge event site (aka Frogmore Fields). The procedure is designed to give a global method to ensure the site is fit for opening to the public, in the interests of safety.

This plan is applicable to Event Control and key staff noted within this document. There are no exclusions to the procedures outlined within this document.

EVENT: Dog and Whistle Halloween Weekender
DATE(s): Saturday 30th – Sunday 31st October 2021

1. Public Opening Times

The site is due to open the event to customers on:

- a. Saturday at 12:00
- b. Sunday at 12:00

2. Internal Inspection

An Internal Inspection on Friday 29th October 2021 at 15:00 will be aimed at identifying a safety snagging list, which is to be actioned prior to the Final Inspection for SOTO. This inspection will be focussing on, but not limited to, the following:

- Structures
- Fencing
- Lighting
- Signage
- FSE
- Emergency Routes
- Ground conditions
- Waste

The Event Manager, Site Manager or the Technical Manager may be responsible for the actioning of items on the 'snagging' list, with the aid of relevant parties, depending on the nature of the issues that require resolution.

3. Final Inspection

The Final Inspection will take place on Saturday 30th October 2021 at 10:00 (2 hours before the site is due to open). The following personnel will be in attendance:

- Event Manager
- Event DPS
- Site Manager and/or Venue Owner
- Security Manager

This Final Inspection will be aimed at:

- ✓ reporting on the status of the snagging list from the Initial Inspection
- ✓ identifying a remaining safety snagging list to be actioned prior to site opening focussing on issues that may prevent the site from opening as scheduled

The Event Manager, Technical Manager, Site Manager and/or Security Manager may be responsible for the actioning of items on the snagging list with relevant parties depending on the nature of the issues that requires resolution.

The Event Manager (Event Control) will be responsible for liaising with this group and/or relevant parties to ensure that issues have been resolved and are logged in advance of conducting the site sign off to open.

Event Control will be responsible for reporting back to EMT on the status of the snagging list, identifying cause for potential delay as early as possible.

4. Sign Off To Open (SOTO)

Sign Off To Open will take place on Saturday at 11:30 and Sunday at 11:30 (30 minutes before the site is due to open).

This will be conducted via radio by Event Control, led by the following checklist:

- ✓ Technical Manager –
 - confirm that all tech and infrastructure is safely in place
 - Stage Managers are in position
- ✓ Event Director –
 - confirm that all risk control measures are in place
 - confirm that ground conditions do not pose safety risk
 - confirm that all FFE is in place, and emergency exit routes are clear
- ✓ Head of Security –
 - confirm that all security are in position.
 - confirm that queuing infrastructure is safely in place
 - confirm that there are no vehicles on-site
 - confirm that all medical resources are in place
- ✓ Head of Bars & Concessions
 - confirm that all bar / concession infrastructure is in place and operational
- ✓ Event Manager
 - confirm that entry systems are in place and operational

Once Event Control have confirmation from ALL of the above that the necessary resources are in place, they will give Security the all-clear to open the site to customers on schedule. Should there be notable queues and the sign off to open procedure has been completed prior to scheduled opening, Event Management may instruct an early opening to ease pressure and reduce risks to safety.

The Event Director and Event Manager will be carrying out ongoing monitoring of risk control measures to ensure that standards are maintained throughout the events.



COVID-19 reopening risk assessment

Please also refer to the Government's COVID-19 Secure Guidance and Maintaining Records Guidance

Area	What are The Hazards?	What are you Already Doing?(Examples listed below)	Further Action is Necessary?(Decide what else you could do)	Action by Who?	Action by when?	Done
Personnel	Risk to returning staff	<ul style="list-style-type: none"> Assessment of staff and circumstances carried out including: <ul style="list-style-type: none"> Interviews Discover pre-existing conditions Identified those who can work from home Identified high risk staff Identified those living with high risk staff Identified staff with or living with someone with symptoms 	Introduce daily temperature checks upon arrival for all staff	Site Management	Before opening on 17/06/21 Before the beginning of each shift	

		<ul style="list-style-type: none"> o Taken into account circumstances of those with different protected characteristics <ul style="list-style-type: none"> o Addressed transport to work issues • Regularly briefing staff on latest guidance • Regularly reminding staff if they have symptoms they must not come to work • Regularly reminding staff that if they are with someone who has symptoms they must self-isolate and not come to work • Providing support for workers around wellbeing and mental health 			
Risk to staff at work		<ul style="list-style-type: none"> • For general staff protection: <ul style="list-style-type: none"> o Developed a detailed plan for the site and communicated to staff o Training provided so staff understand risks o Staggered arrival and departure times to reduce crowding o Ensured all staff wash hands on arrival and re-entering with staff reminders o Maintaining a record of staff names, contact details and dates/ times of work to assist NHS Trace and Test. • Allowed staff to work further apart. Where not possible, arranged people to work side-by-side/ facing away or used screens • Keeping minimum distance from customers in line with Government guidance. Where not possible, other measures are taken 	Site Management and staff	<p>Before opening on 17/06/21</p> <p>Before the beginning of each shift</p>	

Food	Risk to staff	<ul style="list-style-type: none"> • Introduced more frequent cleaning regimes • Reduced the number of people each staff member has contact with by using fixed teams or partnering • Staggered staff breaks to maintain distancing • Avoided need to share equipment where possible and disinfected before use • Staff change into work clothes of arrival at work where practical to do so • Washing staff uniform on site where possible or requesting staff wash regularly at home 		Site management and all staff	<p>Before opening on 17/06/21</p> <p>Before the beginning of each shift</p>	
		<ul style="list-style-type: none"> • Following <u>guidance</u> on food preparation and food service area • Using disinfectants and sanitisers • Controlling staff movements to maintain social distancing where possible • Restricted kitchen access to as few people as possible • Minimised access to pantries, fridges and freezers • Where washing by hand is necessary, using rubber gloves and suitable products • Ensuring temperatures above 60 degrees for rinsing • Changing cloths and sponges daily • Introduced restricted menu options 				

Public Bar/ taproom	Risk to staff	<ul style="list-style-type: none"> • Developed a plan for the specific premises to reflect risk assessment • Keeping minimum distance from customers in-line with Government guidance. Where not possible, other measures are taken • Considered if protective clothing and equipment, such as masks, is needed • Installed screens to protect staff where needed 				
	Risk to customers	<ul style="list-style-type: none"> • Developed a plan for the specific premises to reflect risk assessment • Cleaning: <ul style="list-style-type: none"> ○ Have hand sanitiser dispensers at bar and external doors ○ Cleaning bar tops every hour and table surfaces immediately after use ○ Cleaning high throughput areas and touchpoints at least every hour ○ Emptying glasses collected from table by staff, customers discouraged from returning them to the bar. • Social distancing: <ul style="list-style-type: none"> ○ Limiting capacity to reflect social distancing requirements and control customer access at entrances, in queues and waiting areas ○ Taken into account reasonable adjustments for those who need them, such as disabled customers ○ Using table service where possible 		Site management and all staff	<p>Before opening on 17/06/21</p> <p>Before the beginning of each shift</p>	

		<ul style="list-style-type: none"> ○ For bar orders, customers maintain social distancing, indicated through marks on the floor ○ Uni-directional movement and separate order and collection points ○ Ensuring customers do not remain at bar after ordering • Communication: <ul style="list-style-type: none"> ○ Promoting the measures being taken in the venue through signs and informing people on arrival and on website ○ Explaining to customers that failure to observe measures will result in service not being provided ○ Encouraging customers to share their details to support NHS Test and Trace ○ Informing customers that they should be prepared to remove face coverings for identification • Offering cashless payment and discouraging the use of cash • Maintaining a secure and temporary record of customers for 21 days to assist NHS Test and Trace including name of customers or lead member of group, contact phone number, date/ time of visit • Developed policy if customer refuse to share details for NHS Test and Trace 		<p>Site management and all staff</p>	<p>Before opening on 17/06/21</p> <p>Before the beginning of each shift</p>
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Customer Toilets	Risk to staff and customers	<ul style="list-style-type: none"> • Not permitting live performances and restricting music volumes to discourage shouting • Developed a plan for communicating and controlling access to customer toilets • Hand sanitiser available on entry to toilets where possible • Staff monitoring and cleaning of toilets increased • Provided more waste facilities and increased rubbish collection • Advertised cleaning schedule up to date 		Site management and all staff	Before opening on 17/06/21	
Seating area/ dining	Risk to staff and customers	<ul style="list-style-type: none"> • Calculated a maximum number of persons on the basis of social distancing requirements. Distancing maintained between guests in queues and between tables • Informing customers of access restrictions, social distances and limits on gatherings through sign, on arrival and on website • Identified and resolved/ mitigated potential pinch points • Maintaining a temporary record of customers for 21 days to assist NHS Test and Trace • Replacing menus with customer display or use single-use, disposable menus • Limiting customer contact with menus, trays, napkins etc, with cleaning and replacement carried out after each use 		Site management and all staff	Before opening on 17/06/21	

Takeaway services	Risk to staff, customers and delivery drivers	<ul style="list-style-type: none"> • Cutlery brought to staff with food. Individually wrapped condiments and sauces provided on request • Glasses, cutlery and plates picked up only by staff wearing gloves. If no gloves are available, staff wash hands • Offering cashless payments 		Site management and all staff	Before opening on 17/06/21	
	Risk to staff, customers and delivery drivers	<ul style="list-style-type: none"> • Following all legal requirements for food safety, including allergen information on request (see guidance) • Encouraging customers to order online/ telephone • Minimising contact between staff and customers/ delivery drivers • Have hand sanitiser dispensers at collection area and external doors • Offering cashless payments • Screens between staff and customers where appropriate 		Site management and all staff	Before opening on 17/06/21	
Outdoor areas	Risk to staff and customers	<ul style="list-style-type: none"> • Reconfigured outdoor seating to maintain social distance • Ensured outdoor areas have sufficient ventilation • Considered danger of groups forming • Regular staff patrol of area • Planned for maintaining social distance in the event of adverse weather conditions 		Site management and all staff	Before opening on 17/06/21	

Deliveries received	Risk to staff and deliverers	<ul style="list-style-type: none"> • Maintaining distance rules when taking deliveries and where possible verify using digital forms • Maintaining record of details of deliverers • Delivery drivers stay in vehicle where possible • Have cleaning procedures for goods entering the site • Considered methods to reduce frequency of deliveries 		Site management and all staff	Before opening on 17/06/21 Before the beginning of each shift	
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Regulatory Reform (Fire Safety) Order 2005

Fire Risk Assessment

Responsible Person <i>(Employer or other person having control of the relevant premises)</i>	Mr. Brett Lucas Cre8 Glamping Ltd
Address of Premises	Cre8 Glamping at Redricks Lakes Redricks Lane Redricks Lakes Sawbridgeworth East Herts
Postcode	CM21 0RL
Assessor:	Mr Daniel Francis
Date of Fire Risk Assessment	01/07/2021
<i>(This risk assessment should be reviewed annually or at such earlier time as there is reason to suspect that it is no longer valid or there has been a significant change in the matters to which it relates.)</i>	
Subsequent Review Dates	
Reviewed by	Date
Reviewed by	Date
Reviewed by	Date

General Information

The Premises

Number of floors in building: <i>(To include basements)</i>	All area of business premises are on the ground floor
Approximate floor area: (m²) <i>(To include all floors of responsibility)</i>	30,000
Brief details of construction: <i>(Date of construction, brick, timber, purpose built or converted)</i>	Canvas Bell Tents
Primary usage: (e.g. Hotel, Shop)	Temporary accommodation for holiday makers Bar, Office, Entertainments Marquee
Secondary usage: (e.g. Kitchen, Bar, Function Room, Offices)	

Occupancy Profile

Maximum number of persons in the most highly occupied compartment to be affected by an uncontrolled fire within 30 minutes, assuming no evacuation.	WEEKDAYS		WEEKENDS	
	0000 to 0400	D	0000 to 0400	D
	0400 to 0800	D	0400 to 0800	D
	0800 to 1200	D	0800 to 1200	D
	1200 to 1600	D	1200 to 1600	D
	1600 to 2000	D	1600 to 2000	D
	2000 to 2400	D	2000 to 2400	D
	Enter range – A= <20, B=20-49, C=50-99, D=100-1000, E=>1000, 0=None			
Description of Occupants	Mobility Issues	Average Mobility	Vulnerability Issues	

Occupants Especially At Risk From Fire

Sleeping occupants <i>(Details of numbers - public/staff)</i>	250 Max
Disabled occupants <i>(Personal Emergency Evacuation Plans in use when necessary)</i>	Unknown
Occupants in remote areas <i>(Lone working/isolated areas)</i>	0
Young person's <i>(Individual Risk Assessment provided for those persons under 16 yrs)</i>	150 Max
Others <i>(Details of Elderly/Infirm/Mental Ability)</i>	Unknown
Visitors	Unknown
Occupants whose first language is not English	Unknown

Identified Fire Hazards And Primary Control Measures

Note: On the following pages, where the answer is 'Yes', please describe in the Identified Hazards boxes below.

Where the answer is 'No', please complete the deficiencies boxes below.

Where the answer is 'N/A', please describe why

Electrical Sources Of Ignition		
Measures taken to prevent fires of electrical origin:		
Fixed installation periodically inspected and tested? (e.g. every 5 years)	N/A There are none	
Portable appliance testing carried out on a risk assessed basis?	YES	
Suitable policy in place regarding the use of personal electrical appliances?	YES	
Suitable limitation and management of trailing leads and adaptors?	YES	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Mains lighting USB charging ports Personal Electrical Equipment Staff site management Equipment	Visitors are made aware of their location. Dry powder extinguishers are situated around the site at more than 90 metres from any tent. Staff receive regular training on correct equipment usage and stowage and fire safety procedures.	Additional permanent fire safety signage places in each tent clearly detailing procedures and locations of fire points.
Deficiencies:	Remedial Action Required: Check that signage and fire safety advice is still in place when visitors leave so that they can be seen by new arrivals. Make sure that new employees are given thorough equipment usage and fire safety training.	

Smoking

Measures taken to prevent fires as a result of smoking.

Smoking prohibited in the building?

YES

Smoking permitted in appropriate areas?

YES

Suitable arrangements for those who wish to smoke?

YES

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Smoking in more general areas
Unsafe disposal of cigarette butts

All staff and visitors are made aware that there is no smoking in any of the tents, toilets or office.
Water buckets at every tent.
2 x 50 Metre hose reels kept at the office. Beaters and dry powder extinguishers every 90 metres at fire safety points.

Additional permanently visible signage to be placed within each tent.

Deficiencies:

Remedial Action Required:

Ensure that each tent has an ash tray supplied with their welcome kit in the tent for them to use outside on their bench. Ensure that every communal bench has an ashtray

Arson/Deliberate Ignition

Basic security against arson by outsiders or other persons appears reasonable.

YES

Is there the potential for fire load/combustibles in close proximity to the premises available for ignition by outsiders?

NO

Identified Hazards

Local foliage from neighbouring fields and woodlands

Existing Control Measures

Strict security times of locking gates to prevent entry from the main road and then again at the entrance of the campsite: 9pm-7am. Staff monitor all visitors by name and vehicle registration numbers onsite 24/7. CCTV camera fixed installation, recording and monitoring entry and exit points.

Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

Regular patrolling of the site during quiet hours

Portable Heaters

Portable heaters are used within the premises.

NO

Is the use of the more hazardous type (ie radiant bar fires or LPG appliances) avoided?

NO

Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters?

N/A

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

General Comments:

Fixed Heating Installations

Fixed heating installations such as boilers are used within the premises. NO

Are fixed heating installations subject to regular maintenance? N/A

Are suitable measures taken to minimise the hazard of ignition of combustible materials due to these heaters? N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
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Deficiencies:

Remedial Action Required:

General Comments:

Cooking

Measures taken to prevent fires as a result of cooking.

Filters cleaned or changed and ductwork cleaned regularly?	N/A
Suitable extinguishing appliances available? (e.g. Fire blanket, Wet Chemical etc)	YES
Suitable Shut Down Procedures in place?	N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
BBQ's at each tent	Fire safety advice provided to all staff on induction and in office on display and for visitors in their tents. Water buckets for the sole use of emergency fire safety provided at every tent. Fire safety points no more that 90metres from any tent: beaters, dry powder, alarm.	Minimum distance from tent and consider permanent siting of BBQ's so that they can't be moved closed or knocked over.

Deficiencies:

Remedial Action Required:

Staff to regularly patrol the tent areas when people are cooking and using them to ensure that they are being used properly and not too close to the tents or foliage and are on even ground.

General Comments:

Lightning

The building has a lightning protection system.

NO

Is the lightning protection system subject to a suitable maintenance regime?

N/A

Identified Hazards**Existing Control Measures****Are there any improvement recommendations****Deficiencies:****Remedial Action Required:****General Comments:**

Tents do have lighting in them but not a lightning protection system

Dangerous Substances

Dangerous substances are, or could be used or stored, within the premises?

YES

(i.e. Substantial quantities of alcohol, white spirits, other flammable liquids or materials)

A risk assessment has been carried out as required by the Dangerous Substances and Explosive Atmospheres Regulations 2002?

YES

Stored in suitable areas and containers away from potential sources of ignition, to include issues of chemical reactivity and compatibility.

YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Large quantities of alcohol Cleaning Products	Staff are trained in the correct usage and storage location of cleaning products. COSH signage is displayed in the office and spill kits are easily accessible in case of spillage.	Regular training and familiarising for all staff of spill kit locations, correct usage and emergency procedures

Deficiencies:

Remedial Action Required:

procedurDaily checks at the end of each day to make sure that stock rooms are tidy and safe and there are no unnoticed spillages or slow leaks.

General Comments:

As the premises license is not yet in place we do not yet have a bar or alcohol storage area created. But this will be upon successful application. This is detailed on the site plan.

Housekeeping

Standards of housekeeping.

Combustible materials appear to be separated from ignition sources?	YES
Appropriate storage of hazardous materials?	YES
Escape routes kept clear of any combustibles? (Storage /furniture)	YES
Appropriate measures for the safe storage and disposal of waste?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Small amount of cleaning fluids BBQ's and Fire Pits Waste Bins	Cleaning fluids are stored in a safe unit and all staff are trained in correct usage, storage and in case of spillage. BBQ's and fire pits are located a safe distance from tents and foliage, with fire safety advice and water buckets provided to visitors and fire points not more than 90 metres from any tent with beaters, dry powder extinguisher and alarm. Large communal waste bins for recycling, glass, general and food collected weekly by Biffa.	More signage for visitors to easily locate bins area

Deficiencies:

Remedial Action Required:

Staff to check on all areas mentioned each day to ensure that they are tidy and kept in a safe condition

General Comments:

Hazards Introduced By Contractors And Building Works

Fire safety conditions have been imposed on both external contractors and in-house maintenance staff?

YES

Is there satisfactory control over works including use of hot work permits, where appropriate, carried out in the building by external contractors?

NO

Give details:

No external contractors are used for any works

If there are in-house maintenance personnel, are suitable precautions taken during works carried out by them, including use of hot work permits, where appropriate?

YES

Give details:

Training and safety equipment supplied to all in house personnel

Identified Hazards

Existing Control Measures

Are there any improvement recommendations

Use of gardening equipment
Use of cleaning equipment

Training and protective clothing, eyewear and ear defenders are provided to protect in house workers when using equipment for gardening and cleaning

Monthly regular checks to ensure that everyone understands the need for using safety equipment and the correct method of using cleaning and gardening equipment

Deficiencies:

Remedial Action Required:

Manager to sporadically spot check on site workers when they are undertaking the task to ensure the guidance is being followed

General Comments:

Other Significant Fire Hazards That Warrant Consideration

Are there any other fire hazards that warrant consideration within the premises?

YES

(This to include any fire hazards from any process; heat producing, spark or friction generating, chemical or other process which has the capacity to ignite, create excessive or rapid heat or generate oxidising or flammable gas)

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
On site diesel generator	Generator is regularly serviced and in a location away from any foliage, public or combustible materials	Weekly checks on the generator operation, it's immediate area and it's general condition
Deficiencies:		Remedial Action Required:

Arrangements for Evacuation

Evacuation Strategy	
<p>Typical evacuation strategies within the premises are likely to involve one or more of the following arrangements.</p> <p>State which strategy (ies) have been adopted.</p>	
<p>Single Stage Evacuation</p> <p>It is reasonably expected that all relevant persons in the premises are able to (and will) evacuate immediately to a place of total safety.</p>	<p>YES</p>
<p>Progressive Horizontal Evacuation</p> <p>Relevant persons are dependant on staff to assist with their escape.</p> <p>Provisions have been made to move such persons from an area affected by fire, through a fire resisting barrier to an adjoining fire protected area on the same level, where they can wait in a place of safety whilst the fire is dealt with, or await further evacuation down a protected route to total safety.</p> <p>NOTE - Progressive Horizontal Evacuation is subject to the following</p> <p>Protected areas should be designed to provide:</p> <ul style="list-style-type: none"> • Sufficient capacity to accommodate the number of occupants who will need to use them. For this purpose a protected area should be sufficient capacity to accommodate its normal occupants and the occupants of the largest adjoining protected area. • Progressive movement away from a fire via sequential adjoining protected areas. • Means for escape via stairway(s) should this become necessary. <p>The number and size of the protected areas depends on a number of factors:</p> <ul style="list-style-type: none"> • the time it will take to evacuate people from the area of a fire to an adjacent protected area; • the number of people to be evacuated; • the level of any mobility impairment; • the number of staff to assist in evacuation; • the fire protection arrangements; • layout of the premises; and • location and number of staircases; 	<p>NO</p>

Delayed Evacuation

NO

Relevant persons are dependant on staff to assist with their escape however it is not desirable or practical to evacuate persons (e.g. due to medical conditions or treatments). Such persons may remain within their rooms whilst the fire is dealt with and the danger has passed.

NOTE - Delayed Evacuation is subject to the following

Bedrooms to be enclosed in an enhanced level of fire-resisting construction (protected bedrooms).

A protected bedroom should be of 60 minute fire-resisting construction and the door should be fire-resisting and fitted with a self-closing device. In addition the escape route from the protected bedroom(s) to the adjoining protected areas, refuge or final exit (including any stairway) will also require an increased level of fire protection to allow access for staff to assist with subsequent evacuation from the protected bedroom(s). If necessary the door may be fitted with electromechanical hold-open or free swing devices that operate immediately the fire alarm actuates.

If provision of such fire resistance is not possible, you may be able to show through your risk assessment that alternative measures to limit the growth and spread of the fire are appropriate, such as an automatic fire suppression system supported by robust staff response procedures.

Any resident who is initially left in a fire protected bedroom should be accompanied by a carer. As such, the total number of residents awaiting evacuation in protected bedrooms should be less than the number of staff on duty. It is imperative that if some less able residents are left in protected bedrooms to await evacuation, then other staff know which rooms have been evacuated and those which still contain residents and where necessary are able to notify the fire and rescue service when they arrive. Arrangements for delayed evacuation should only be based on a pre-planned basis.

Written copies of Evacuation Procedures are located as follows:

They have been provided already to East Herts Fire Safety Department

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Uneven Ground for visitors less mobile or agile	Members of staff will provide assistance in helping visitors to a place of safety and to remain with them far away from the danger, if it is proving difficult to alight at the predetermined fire evacuation point.	Provide additional training to staff to highlight the alternate safe evacuation locations for less able bodied visitors
Deficiencies:	Remedial Action Required:	

Provision of Elements of Fire Safety as Secondary Control Measures

Means Of Escape		
It is considered that the premises are provided with reasonable means of escape in case of fire. Identify the means of evacuation and attach a plan. (This can be a hand drawn plan).	YES	
Adequate design of escape routes?	YES	
Reasonable distances of travel when:		
Where there is escape in a single direction? State the distance of maximum travel. 150 Metres	YES	
Where there are alternative means of escape? State the distance of maximum travel. 50 Metres	YES	
Suitable protection of escape routes? (Fire resisting construction)	NO	
Adequate provision of exits? State the capacity of each exit.	YES	
Exits easily and immediately open-able where necessary <u>without</u> the use of a key?	YES	
Escape routes unobstructed?	YES	
It is considered that the premises are provided with reasonable arrangements for means of escape for disabled people? Describe the arrangements below.	YES	
The tents are in a rural open area in a field and woodlands. The paths are useable by disabled visitors to a certain degree but staff are on hand to assist anyone that is struggling with moving to the evacuation location.		
Does the evacuation plan fit with the floor space factors?	YES	
Identify dead end corridors. Are the appropriately covered?	N/A	
Identify inner rooms. Are the appropriately covered?	N/A	
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Uneven Ground for visitors less mobile or agile	Members of staff will provide assistance in helping visitors to a place of safety and to remain with them far away from the danger, if it is proving difficult to alight at the predetermined fire evacuation point.	Provide additional training to staff to highlight the alternate safe evacuation locations for less able bodied visitors
Deficiencies:	Remedial Action Required:	

Measures To Limit Fire Spread And Development

It is considered that there is:

Compartmentation of a reasonable standard. (Fire resisting) Identify compartmentation.	YES
--	-----

Reasonable limitation of linings that may promote fire spread. (Walls and ceilings)	YES
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As far as can be reasonable ascertained, fire dampers are provided in ducts or vents as necessary to protect critical means of escape routes against passage of fire, smoke and combustion products in the early stages of a fire?	N/A
--	-----

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Canvas Tents Foliage	All tents are fire resistant rated and point of purchase. Foliage is kept trimmed and to a minimum and all BBQ's and fire pits are at a safe distance from both foliage and tents. 50m hoses, beaters, dry powder extinguishers and water buckets at every tents ensure a good level of attack should a fire start	Scheduled and prioritised areas of importance to be kept under control, and
Deficiencies:	Remedial Action Required: Provide all staff with a fire safety and emergency actions refresher training session	
General Comments:		

Fire Safety Signs And Notices

It is considered that there is a reasonable standard of fire safety signs and notices? This to include fire exit, fire resisting door and hazard signage. The signage should comply to Health & Safety (Signs and signals) Regulations BS1996

YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
High frequency of visitors not knowing procedures	<p>Visitors are provided with an email prior to arrival with emergency actions in case of fire guidance. It is then made available to all visitors in every tents for them to clearly see.</p> <p>Emergency fire points are with 90 metres of every tent and clearly signed with emergency action instructions.</p> <p>Fire emergency proceures signage is made visible in the</p>	Additional signage to clearly show the location of in the fire assembly location
Deficiencies:	<p>Remedial Action Required: Site manager will verbally point out the location and pro-actively bring their attention to the in case of fire procedures</p>	

Means Of Giving Warning In Case Of Fire

Reasonable manually operated fire warning system provided?

YES

If yes give details: (e.g. Break glass call points, fire bell, air horn, klaxon etc)

Manual Rotary Fire Klaxon

Loud Hailer

Staff hand held radio communications

Automatic fire detection provided?

If yes, to what Standard? (e.g. BS 5839 Part 1 Grade L1/L2 etc)

NO

Throughout Premises

NO

Part of Premises only

NO

Extent of automatic fire detection generally appropriate for the occupancy and fire risk?

YES

Remote transmission of alarm signals to a monitoring station or other?

NO

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Ensuring all staff and visitors are aware of a fire emergency	We have instruction for all staff and visitors on what to do in the event of a fire This includes using the manual rotary klaxon, informing staff, who will use the loud hailer to inform visitors of the fire and to move to the assembly point and inform all other staff via hand held radios and operate other rotary alarms and call 999	Regular group refresher training of all staff diarised for every week.
Deficiencies:	Remedial Action Required: Hold a group training session immediately to ensure everyone remembers and understands the procedures.	
General Comments:		

Manual Fire Extinguishing Appliances

Reasonable provision of portable fire extinguishers?	YES
Are all fire extinguishing appliances readily accessible and unobstructed? (i.e. mounted on walls or on appropriate bases)	YES
Is suitable wall signage provided relevant to extinguisher?	YES
Are hose reels provided?	YES

Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Correct usage of extinguishers	There are 3 fire points with Dry Powder extinguishers for the usage of everyone. There is luminescent signage showing what they are for, how to use them and other actions to take in case of a fire.	Regular refresher training for staff diarised for every month.

Deficiencies:

Remedial Action Required:

Hold a group training session immediately to ensure everyone remembers and understands the procedures.

Relevant Automatic Fire Extinguishing Systems

Type of fixed system and location: (Inergen gas suppression systems, sprinklers/misting systems etc)

N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

General Comments:

Other Relevant Fixed Systems And Equipment

Type of fixed system and location: (i.e. Dry/wet risers, fireman's lift control, smoke ventilation, smoke curtains etc)

N/A

Identified Hazards	Existing Control Measures	Are there any improvement recommendations

Deficiencies:

Remedial Action Required:

General Comments:

Firefighter Switch – High Voltage Luminous Tube Signs Etc

Suitable provision of fire fighters switch(s) for high voltage luminous tube signs, etc (to include location)?

N/A

Identified Hazards**Existing Control Measures****Are there any improvement recommendations****Deficiencies:****Remedial Action Required:****General Comments:**

Management of Fire Safety

Procedures And Arrangements		
Fire safety is managed by:	Mr Daniel Francis	
Deputy or assistant:	Mr Robert Dalton	
Are competent person(s) appointed to assist in undertaking the preventative and protective measures (i.e. relevant general fire precautions)?		YES
State name and responsible element of fire safety		
Daniel Francis	Organising and implementing of signage, emergency Alert system and fire fighting media	
Robert Dalton	Conduct fire drills, refresher training and recording Of all events relating to fire safety	
Is there a suitable record of the fire safety arrangements?		YES
Appropriate fire procedures in place?		YES
Are procedures in the event of a fire appropriate and properly documented?		YES
Are there suitable arrangements for summoning the Fire and Rescue Service?		YES
Are there suitable arrangements to meet the F&RS on arrival and provide relevant information, including that relating to hazards to fire fighters?		YES
Is there a plan of the building available indicating basic layout and any areas of significant risk?		YES
Are there suitable arrangements for ensuring that the premises have been evacuated?		YES
Is there a suitable fire assembly point(s)?		YES
Are there adequate procedures for evacuation of any disabled people who are likely to be present?		YES
Persons nominated and trained to assist with evacuation, including evacuation of disabled people?		YES
Appropriate liaison (if necessary) with Fire and Rescue Service Rescue Service crews visiting for familiarisation visits?		YES
Routine in-house inspections of fire precautions (e.g. in the course of health and safety inspections)?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Ensuring training is kept up to date	Training is regularly given to the site manager by Daniel Francis as he has been an officer in the LFB for 20 years, he is best placed to ensure that the site manager is fully trained properly and regularly to then cascade that training down to site employees	Recording all training in the Fire Safety Log Book
Deficiencies:		Remedial Action Required: Refresher training for Robert Dalton on correct procedures
Training And Drills		
Fire safety training is managed by:		

		Daniel Francis
Deputy or assistant:		Robert Dalton
Are all staff given adequate fire safety instruction and training on induction?		YES
Are all staff given adequate periodic 'refresher' training at suitable intervals? If yes, at what intervals?		YES
Are all staff with special responsibilities (e.g. fire wardens and staff who assist with disabled people) given additional training?		YES
Does all training for staff provide information, instruction or training on the all the following (If no, indicate which one/s in the deficiencies boxes below):		
Fire risks in the premises? The general fire precautions in the building? Action in the event of a fire? Action on hearing the fire alarm signal? Method of operation of manual call points? Location and use of fire extinguishers? Means for summoning the fire and rescue service? Identity of persons nominated to assist with evacuation? Identity of persons nominated to use fire extinguishing appliances?		YES
Are fire drills carried out at appropriate intervals and a record of such drills maintained?		YES
Is there sufficient and adequate channels of communication of fire safety information between employer and employee (e.g. Health & Safety meetings, notice boards etc)		YES
When the employees of another employer work in the premises, are they provided with adequate instructions and given appropriate information (e.g. on fire risks and fire safety measures)?		YES
Is there adequate co-operation and co-ordination between different Responsible Persons (Multi-Occupancy) to ensure compliance with the Fire Safety Order?		YES
Identified Hazards	Existing Control Measures	Are there any improvement recommendations
Ensuring training is kept up to date	Training is regularly given to the site manager by Daniel Francis as he has been an officer in the LFB for 20 years, he is best placed to ensure that the site manager is fully trained properly and regularly to then cascade that training down to site employees	Ensuring training is kept up to date
Deficiencies:	Remedial Action Required: Refresher training for Robert Dalton on correct procedures	
Ensuring training is kept up to date		

Testing And Maintenance	
Testing and Maintenance is managed by:	Daniel Francis
Deputy or assistant :	Robert Dalton
Adequate maintenance of workplace?	YES / NO
Weekly testing and periodic servicing of fire detection and alarm system to include ancillary equipment (e.g. door hold open devices, door locks etc)	N/A
Monthly and annual testing routines for emergency escape lighting?	N/A
Annual maintenance of fire extinguishing appliances?	YES
Periodic inspection of external escape staircases and gangways?	N/A
Six monthly inspection and annual testing of rising mains?	N/A
Weekly and monthly testing, six monthly inspection and annual testing of fire fighting lifts?	N/A
Weekly testing and periodic inspection of sprinkler installations?	N/A
Routine checks of final exit doors and/or security fastenings?	N/A
Annual inspection and testing of lightning protection system?	N/A
Other relevant inspections or tests:	

Recording	
Appropriate records held for:	5 years
Fire drills?	YES
Fire training?	YES
Fire alarm tests?	YES
Emergency escape lighting tests?	N/A
Maintenance and testing of other fire precaution systems?	YES
Location of Records: (Available for inspection by Fire Authority if required)	
Give Details: Locked in office safe on site	

Added by Police - Doc name - Appendix Uiii - Fire Safety Plan for
Cre8 Glamping
at Redricks
Lakes .



Fire Safety Plan for Cre8 Glamping at Redricks

Access for emergency vehicles

There is access for all emergency vehicles to within 90 metres of any pitch. The minimum access width is 3.7 metres wide with no gate or entrance less than 3.1 metres wide. The access is capable of withstanding the weight of any emergency vehicles and no overhead cables are laid across access roads.

Tents

All tents are fire retardant by design and all furniture, bedding and furnishings are brand new and conform to the Furniture and Furnishings regulations. No tent is nearer than 3 metres of trees and shrubs. Electricity is provided to each tent for the use of lighting and conforms to all electrical safety standards.

Spacing of pitches

40 tents within a 2 hectare area. A minimum 6 metre clear space is maintained between each pitch. BBQ's are within 3 metres of each tent. No disposable BBQ's are permitted. No vehicles are allowed in this space and all vehicles are parked in a remote field. No plastic boats, porches or awnings are allowed in this area.

Hose Reels

2 x Portable hose reels are located at the site office that can be attached to the nearest water supply tap: see map

Fire points

No pitch is greater than 90 metres away from any fire point (three fire points on site). Each fire point comprises of:

2 Dry Powder Extinguishers 1 Beater: see map

1 Manual Rotary Fire Alarm: see map

Clear fire instruction notices including how to call the fire service with the postcode and location directions of the camping ground

1 x water bucket is provided with each tent for the provision of immediate emergency fire extinguishing arising from BBQ and fire pit usage.

BBQ's and fire pits have lids and mesh covers to minimise the travel of embers and reduce fire risk.

Fire pits are not permissible within the woodland area.

In Case of Fire Literature

A large clear in case of fire plan is on the wall in the office and is brought to the attention of all visitors upon arrival.

They are given a welcome back with a full 8 page 'Fire Safety Outdoors' advice pack as supplied by the communities and local government.

Also includes fire evacuation procedures, including specific details for disabled visitors and the location of the safe meeting point. If the fire is at the meeting point, an alternative meeting point is assigned: see map

Each fire point has 'in case of fire' advice.

In case of fire arrangements

A designated member of staff is to contact the local fire brigade and provide them with the incident information and the exact location of the fire.

The member of staff will raise the manual alarm if not already done so and ensure that all visitors are alighting at the determined meeting point.

A full register of the visitors and the staff will then be taken and supplied to the fire officer upon arrival and when requested

Staff are provided with fire emergency training once per month and a fire alarm and procedure drill walk through is carried out and recorded

Daily inspections of entire site carried out by staff in the day and night and recorded

Added by Police - Doc name - Appendix U.iv. - Risk Assessment
for Cre8 Glamping
at Redricks
Lakes.



Risk Assessment for Cre8 Glamping at Redricks

Risk Assessment

Cre8 Glamping at Redricks Lakes is a camping site located in Sawbridgeworth, Hertfordshire. Set in 40 acres of sloping open grassland the site enjoys woodland boundaries and with beautiful lake views for the public to enjoy the english countryside. The campsite combines various outdoor leisure activities, which for the purpose of this Risk Assessment are identified in 12 sections.

The term "so far as is reasonably practicable" recurs throughout Health and Safety legislation. In broad terms this involves balancing the degree of risk or its potential seriousness against the money, time or trouble of minimizing the risk. In other words if the risk or likelihood of injury or harm is insignificant and it would be very expensive to take precautions, such measures are likely to be deemed not reasonably practicable.

This risk assessment is fully reviewed on a 3 monthly basis. Amendments and additions are incorporated as required.

Dated: May 2021

Section 1

General identification of site areas and units

Section 2

Entrances and exits

Section 3

Services

Section 4

Camping Area

Section 5

Washrooms & toilet facilities

Section 6

Camping Area

Section 7

Fire Pits and BBQ's

Section 8

Waste control

Section 9

Accidents and first aid

Section 10

Supplied Catering Equipment

Section 11

Office Sheds and Storage

Section 12

Lake area

Section 13

Bar and Garden Area

Section 1: General identification of site areas and Units

Entrance roadway	Woodland	Toilet blocks
Car park	Security boundary fencing	Field kitchen
Camping field	Field gate	Office
Activities zones	Waste area	Lake
Water points	Washrooms	

Section 2: Entrances and exits

Hazard	Risk	Advice	Controls	Action Review/Dates
Entrance road from main site gate to car park	Uneven surfaces.	If driving then slowdown. Be aware of any uneven surfaces and holes in the roadway.	Warning signs. Regular surface checks undertaken.	3 monthly
Pedestrian field gates and public footpaths around site	Injury from gate misuse. Shrubs, trees and uneven ground.	Care should always be taken when using the gate and walking around the site, using torches at low light and night.	Gate locking controls are regularly maintained. Advise site manager when overgrowth causes concern.	
Accident / collision potential due to vehicular access to and egress from the site, particularly during busy weekends, eg: bank holidays.	Injury to vehicle occupants. Pedestrians. Visitors to the campsite.	Be mindful of traffic coming from multiple directions and drivers must adhere to site rules and speed limits.	Suitable adults to supervise vehicular movement and to control parking if necessary. Speed limit sign at entrance.	

Section 3: Services

Hazard	Risk	Advice	Controls	Action Review/Dates
Water	Leaks cause muddy areas, slippery surfaces and ground flooding.	Advise site staff if any leaks occur, place warning notice in the area for the public and avoid using the area.	Shut down water when the site is unoccupied and drain down.	
Sewage	Blockage or overflow	Advise site staff and avoid area, shut down facility causing the issue and inform site manager to remedy	Regular inspection and facility cleaning.	
Waste water	Overflow through blockage. Disease.	Advise site manager to remedy and consider isolating the source.	Regular inspection and facility cleaning.	

Section 4: Camping Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Erection and removal of private tents.	Collapse and injury	Visitors undertake sole responsibility for their tents.	Tent erection and removal are not the responsibility of Cre8 Glamping.	
Tent ropes and pegs	Tripping and injury	As above, visitors must ensure tents are erected correctly. Spacing between tents is important to avoid injury. Visitors must remove all pegs when packing away.	Groups are responsible for safely spacing their tents. Single tent visitors will be assessed through visual checks by Cre8 Glamping staff.	Staff to check single tent visitors do not encroach other tents or groups.
Noise	Nuisance to others	Common sense and appreciation of others. No music beyond 10pm	Respond to noise complaints	
Cars	Injury and disturbance to grounds	Cars must remain in the car park. Cars are only permitted on site road to unload and load on departure during wet weather. Cars to be parked horizontal to slope with handbrake engaged.	Car on site road by permission only. Entrance to site gate locked at 10pm.	
Valuables	Theft	Do not leave your valuables lying around unattended. Report any theft to Cre8 Glamping staff and local Police.	Make visitors aware of the rules and to either not bring valuables or to lock them in their cars. Gate locked at night and all people on site are registered at the office	

Section 5: Washrooms & toilet facilities

Hazard	Risk	Advice	Controls	Action Review/Dates
Bacteria	Disease	Use good hygiene practises and report problems to staff.	Good supply of toilet paper, soap, hand towels and hand drying facilities.	Regular inspection and cleaning of facilities.
Legionella	Disease		Check and run the hot water system. Descale shower heads.	Regular checks and maintenance.
Cleaning Materials	Fumes and chemical burns, irritation	Refer to COSHH assessment	Train staff, use appropriate chemicals for the job and read labels carefully. Spill kit available for spills upto 20 litres	Chemical and cleaning material kept locked in the store.

Section 6: Camping Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Grass and foliage	Long grass and brambles becoming overgrown, causing fire risk and potential injury		Cut back grass and foliage regularly, walk and assess areas before allowing pitching.	Weekly inspection.
Water points	Flooding	Avoid overly running external water taps.	Raised wooden and plastic pallets avoid soaked ground. Regular inspections.	Weekly.
Slips, trips, falls, collisions or being struck by object causing personal injury during games.	Anybody but particularly young people.	Games to be capable of being controlled, particularly if not under direct supervision of an adult. Parental supervision/group leader supervision. No noise after 10pm – offenders will be asked to leave.	All activities are to be conducted within the site rules which are provided to visitors prior to arrival and are within each tent. Any activities outside of these rules will be stopped immediately by staff and if broken again offenders will be asked to leave.	
Rubbish and litter	Risk of fire, smell, tripping, attracting unwanted wildlife and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from the camping areas on departure.	Provide waste area and litter and recycling bins for waste control.	Weekly clearance from waste area.

Section 7: Fires Pits and BBQ's

Hazard	Risk	Advice	Controls	Action Review/Dates
Fire pits	Burns, setting fire to surrounding wood and trees	Fire pits must be supervised by an adult. Fires in fire pits must be constantly monitored and the fuel amount should not be so large that the lid and grill cannot be fitted.	Fire pits are only permitted in the designated open field areas, where the fire pits are positioned by the Cre8 Glamping staff and by advising staff of intended use.	Fire extinguishers and camp fire safety notices adjacent to each fire circle.
BBQ's	Fire to tents and burns	BBQ's are only allowed with the use of the ones supplied by Cre8 Glamping, in the positions that they are sighted in. No personal or disposable BBQ's are allowed	Full advice and fire safety advice is provided to each unit. Use appropriate care when cooking ensuring a stable surface and safe area. Do not leave cooking apparatus unattended.	Regular daily visual inspections by site staff.

Section 8: Waste control

Hazard	Risk	Advice	Controls	Action Review/Dates
Rubbish and litter	Risk of fire, smell, tripping, attracting unwanted wildlife and injury	Clear all rubbish and litter daily. Visitors must remove all belongings including rubbish and litter from the site on departure.	Provide waste area and litter and recycling bins for waste control. Commercial waste company BIFFA control, maintain and dispose of site waste.	Weekly clearance from waste area.

Section 9: Accidents and first aid

Hazard	Risk	Advice	Controls	Action Review/Dates
Injury	Unavailability of a trained first aider	Report all accidents and injuries to Cre8 staff. See controls	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed at office with hospital and doctor information.
First Aid	Unavailability of a trained first aider	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed at office with hospital and doctor information.

Section 10: Supplied catering equipment

Hazard	Risk	Advice	Controls	Action Review/Dates
Equipment	Injury caused by misuse of equipment.	Report all accidents and injuries to Cre8. Glamping staff.	All visitors must make their own arrangements for First Aid as there are only limited resources available on site.	Notice displayed at office and in each tent with hospital and doctor information.

Section 11: Office Sheds and Storage

Hazard	Risk	Advice	Controls	Action Review/Dates
Access	Unqualified access	No unauthorised persons allowed to enter the area.	When no staff in area doors must be locked.	
Injury	Injury caused by tripping over equipment, falling objects	Equipment and tools to be returned to storage spaces after use.	Only persons who have undertaken on site training are allowed to enter stores. Regular tidying. Safety signs.	Monthly
Liquids and Chemicals	Irritations or burning to skin or eyes.	Any liquid or chemical products only be used according to labelled instructions. Storage to be secure on shelving or against a wall in a designated area if on the floor.	Discard any products that are unidentifiable or instructions cannot be read. Regular tidying. Spill kit available for any quantities of leaked fluids	Monthly
Raised storage deck and stairs	Falling items, tripping on stairs	Equipment and tools to be securely stored so they do not fall off platform or on to persons within platform area. Stairs to always be clear.	Only persons who have undertaken on site training are allowed to enter stores. Regular tidying.	Monthly

Section 12: Lake Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Cold water temperatures	the water can be colder than expected, even in warm weather which would cause onset of hyperthermia or illness	Adults and parents must be aware of the water temperature before entering.	Advise of water temperature for the season to visitors upon arrival	Staff checks monthly.
It can be very difficult to get out (especially steep slimy banks	Risk of injury due to falling	To tread carefully and be aware of the ground changes from the hard ground to the water area		
Hidden Underwater Hazards	There may be hidden debris or underwater hazards which can cause injury, including weeds and plants which can entangle people under the water.	Adults and parents must be aware that it is an open water, wild lake and as such there is likely to be branches etc in the water.	Advise visitors of water dangers to visitors upon arrival.	
There are no lifeguards on duty	Danger of children or less abled adult swimmers, and risk of drowning and the remoteness of some of these places can also hamper and delay rescue attempts	All visitors are advised that there is no lifeguard or trained lifeguards on site and that all persons entering the water do so at their own risk, and that Cre8 Glamping hold no responsibility for people that decide to do so. Children advised to wear buoyancy aids.	Site personnel will be ready to administer first aid and call the ambulance service. At the edge of the lake there is emergency floatation devices to be used by the visitors in the event of a distressed swimmer	Ensure first response training is given to staff and drills carried out every month. Staff to check that floatation devices are still in

Section 13: Bar and Garden Area

Hazard	Risk	Advice	Controls	Action Review/Dates
Covid 19 Transmission	Contacting the virus	Refer to site Covid 19 Risk Assessment	Refer to site Covid 19 Risk Assessment	As per specific Covid 19 Risk Assessment
Violence and Aggression	Physical and emotional harm	Report any aggression to management and security onsite	Limit excessive interaction with patrons whilst keeping a close eye upon their behavior and levels of intoxication	Site licensee will oversee the protocols for these instances.
Glass breakages	Cuts and abrasions	Do not clear up glass with bare hands or overload when collecting them	No glass will be allowed and all drinks are supplied in plastic cups.	
Electrical items such as till getting liquid in them	Possible short circuit causing a fire	Be aware of all receptacles with liquid in them	Keep till upon a raised platform so as to not be in contact with any spillages	Regular Training
Open water adjacent to field	Potential inebriated patron accidentally wandering into boggy or open water area	Ensure all customers are aware of the dangers beyond the perimeter and be aware of customers locations	The entire field has a clearly visible large barrier line surrounding the edge of the area. This is accompanied by no entry signage warning of the open water danger. The Bar and garden field is separated by a 40ft section of dense bushes and trees making it obvious that it's not for general entry and difficult in any case.	Staff to make sure that the perimeter is intact at the beginning of each shift and that customers are aware of the no entry zones
Uneven ground	Minor physical injury	Ensure that customers are aware of the uneven ground with signage	Signage placed around the area warning customers of the uneven surface. At least one member of staff to be present who is first aid trained and a first aid kit to be kept behind the bar.	

<p>Heavy objects Manual handling Sharp edges/glass</p>	<p>Back strain Personal injury Cuts Damage to property/equipment</p>	<p>2 person lift and follow training</p>	<p>Training in manual handling and specifically moving barrels – guidance on lifting. Crates stacked no more than 5 high and barrels stacked no more than high. Allow adequate space around barrels to allow easy access and remove the need to overstretch.</p>	<p>Regular monitoring of lifting activities and ongoing training</p>
<p>Bugs Bites</p>	<p>Allergic Reaction</p>	<p>Enter at own risk, wear long sleeve clothing, wear spray Deet</p>	<p>Consider use of citronella candles and regular use of bug spray by the staff and advising customers that it is a countryside area and bugs can be attracted to sugary drinks.</p>	<p>Hourly check on the bug level in the area</p>
<p>Poor light at the end of opening hours – 10pm</p>	<p>Falls and trips on uneven ground or taking incorrect route</p>	<p>All customers advised to carry a torch for when the light reduces at closing time</p>	<p>The area will be well lit and staff will guide people to the exit, to the path back to the field.</p>	<p>Monitor customer egress every day and inform customers upon check in</p>