

Colwall Orchard Group Wassail 2020 - Guidance on Fire Safety Management Arrangements - Final

Briefing document for those involved in the event

Source: Andy Ball, COG Trustee

Date: January 2020



Wassail 2020 – COG Fire Risk Strategy

1. Identify fire risks and reduce or eliminate them
2. Develop response strategies for effectively dealing with fire and accidents and mitigating the consequences, if they arise
3. Ensure organisers and volunteers are able, and trained, to contact the emergency services and evacuate the site if necessary

SECTION ONE – Identifying fire safety risks and how to deal with them



Who is at risk?

- Everyone attending – paying guests, COG members and other volunteers, catering contractors
- Remember there will be many young children, and some elderly and infirm people attending
- There may be people present who have health and mobility issues
- Many people may be unfamiliar with the layout of the site and buildings

How do fires start?

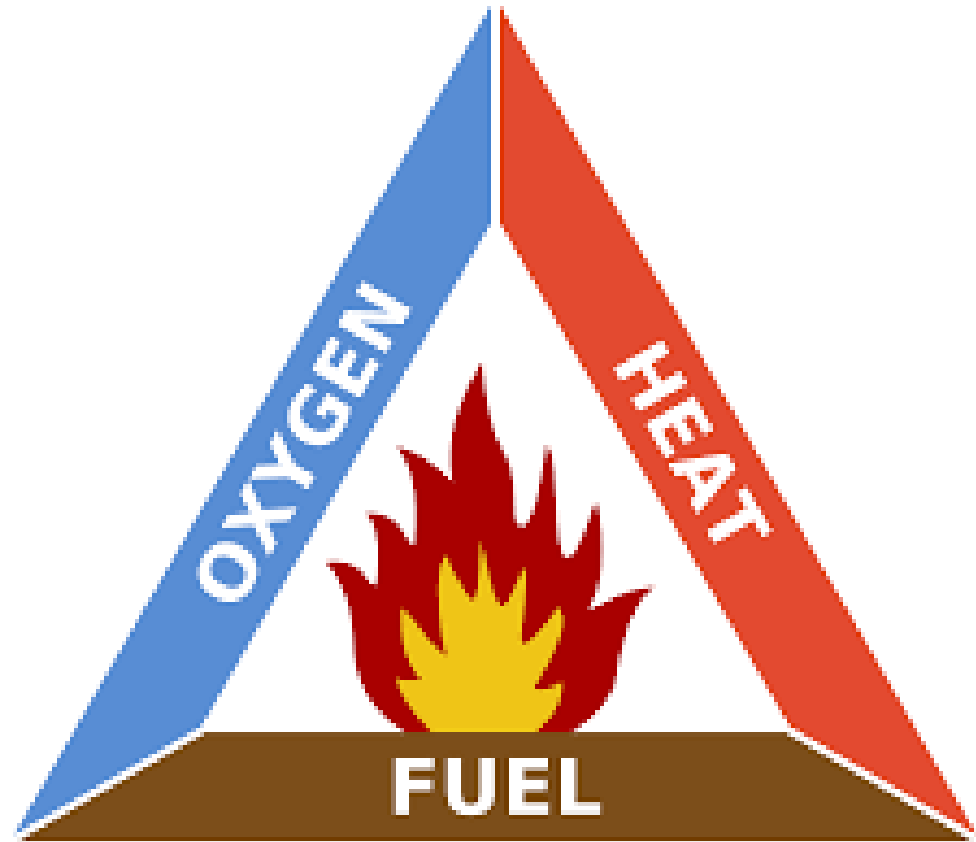
1. Heat (source of ignition)

comes into contact with

2. Fuel (anything that burns)

and

3. Oxygen (air)



Fire THREATS –Sources of heat that could accidentally, or be used maliciously to start a fire

- Cigarettes, lighters and matches
- Flaming brands
- Processionary flares
- Bonfire
- Woodburning stove in Apple Packing Shed
- Hob, oven, pasteurisers, kettles, lights, other appliances
- Caterer's equipment
- Electrical wiring faults
- Jimmy Juggle (fireperformer)

Fire HAZARDS – things that could burn

- People's clothing and hair
- The buildings on the site
- Tents and gazebos, and their decorations and furnishings
- Flaming brands and processional torches (before use)
- Bonfire (before use)
- Straw – if put down on the ground to stop site being too wet and muddy
- Trees and tree guards in the orchard
- Rubbish
- Cooking gas

Other relevant risk THREAT escalation factors

(Dealt with under the Health and Safety Risk Assessment for the Wassail Event)

- Dark
- Cold
- Wet / icy / slippery ground
- Uneven ground and trip hazards
- Use of alcohol and drugs

Fire BARRIERS – Things we can provide (Equipment) or do (Procedures) to prevent a fire – i.e. stop a HAZARD combining with a THREAT

- **Equipment** include
 - Sand buckets
 - Fire fighting equipment
 - Catering & electrical equipment has relevant PAT testing
 - Location of and Protection area around bonfire
- **Procedures** include
 - Fire marshals training
 - Lead Volunteer training (when issuing processional torches, etc.)
 - Emergency response and evacuation

Fire CONTROLS – Things we can provide (Equipment) or do (Procedures) to mitigate the consequences

- Equipment and Procedures
 - Discover the fire immediately
 - Extinguish the fire before it spreads or gets out of control
 - Provide first aid support and summon ambulance etc.
 - Safely evacuate site

SECTION TWO and THREE - Providing means for effectively dealing with fire and accidents if they arise to include contacting the Emergency Services and Evacuating the site



Summary of Health and Safety arrangements for Wassail (1 of 2)

- The event is being managed overall by the **Event Co-Ordinator – Wendy Thompson**
- A **Health and Safety Risk Assessment** has been specifically written for the Wassail Event
- **Health and Safety / Emergency Co-ordination** is being managed by **Andy Ball** and **Clive Killick**
- **Chris Blake** is the **Fire Safety Officer**
- An **Emergency Control Centre** will be located in the storage area of the Apple Packing Shed
- There will be two **qualified first aiders** on site located in the Orchard Room of the Apple Packing Shed and they will have access to the emergency Battle Box
- The Primary area for **emergency assembly area** will be in the main orchard by the cob oven
- The Secondary area for **emergency assembly area** will be in the main orchard at the site of the Wassail ceremony
- We will use **Stewards** for ticketing / road safety / security and **Fire Marshals** for fire safety purposes

Summary of Health and Safety Arrangements for Wassail (2 of 2)

- **Lost children** should be taken to the **Emergency Control Centre**
- **Lost property** should be taken to the **Emergency Control Centre**
- **Pets are not allowed** at the Wassail Event
- Fire is a major risk. **The main fire risks are to do with flaming brands and processional torches – these will only be lit in the main orchard and not allowed elsewhere on site**

Health and Safety positions for Wassail



Emergency Control, Centre – Apple Packing Shed storage area

First Aid Team – Orchard Room in Apple Packing Shed

Emergency Assembly Area – Primary – In main orchard by cob oven

Emergency Assembly Area – Secondary
– in main orchard at site of Wassail ceremony

Arrangements for contacting the Emergency Services

- Responsibility for contacting the Emergency Services lies with the Emergency Co-ordinators **Andy Ball** and **Clive Killick**
- Contact with Emergency Services will be by mobile phone by dialling '112'
- In the event of no mobile reception being available the landline at Cherryfields (Kate and John Stock's house) opposite the site will be used (*TBC*)

Fire Marshals - Introduction

- We will use volunteer Fire Marshals to supervise the event for fire risk purposes
- Working in four pairs there will be eight Fire Marshals in total
- The role of the Fire Marshals is to
 - monitor and manage the site for fire risks
 - to stop the risk of accidental fire arising
 - to deal with the outbreak of fire - if it is safe to do so
 - to assist with raising the alarm, first aid, and helping to evacuate the site if necessary
- The Fire Marshals will need to be available during the whole duration of the event (circa 5.30pm until 8.30pm) with no other conflicting obligations

Fire Marshals - Training

- Fire Marshal training will be provided by suitably qualified and experienced COG Lead Volunteers in advance of the event to cover
 - Colwall Village Garden site, and Wassail event familiarisation
 - Monitoring / managing the site for fire risks
 - Provision of fire fighting and first aid equipment
 - Safe means of dealing with a fire
 - Arrangements for first aid
 - Arrangements for dealing with emergencies
 - Arrangements for dealing with site evacuation
- The training session will be mandatory for all Fire Marshals

Fire Marshals' portable equipment

- COG will provide per pair of Fire Marshals
 - Two Hi –Viz jackets
 - An emergency first aid rucksack to include a fire blanket
 - Two fire alarm whistles
- Fire Marshals will need to provide
 - A fully charged mobile phone
 - A fully charged torch
 - Their own warm clothing – non flammable
 - Their own footwear suitable for wet, frozen and slippery conditions

Location of other firefighting equipment for the Wassail event

- Fire Extinguishers

- 3L fire extinguisher on the wall to the left inside main double doors upon entry to the Apple Packing Shed
- 3L fire extinguisher on the wall to the right inside single door upon entry to the Orchard Room from outside by the composting toilet

- Trugs full of water with buckets located by all field and kissing gates to the site

- The outdoor tap to the Apple Packing Shed will have a hosepipe fitted for firefighting purposes

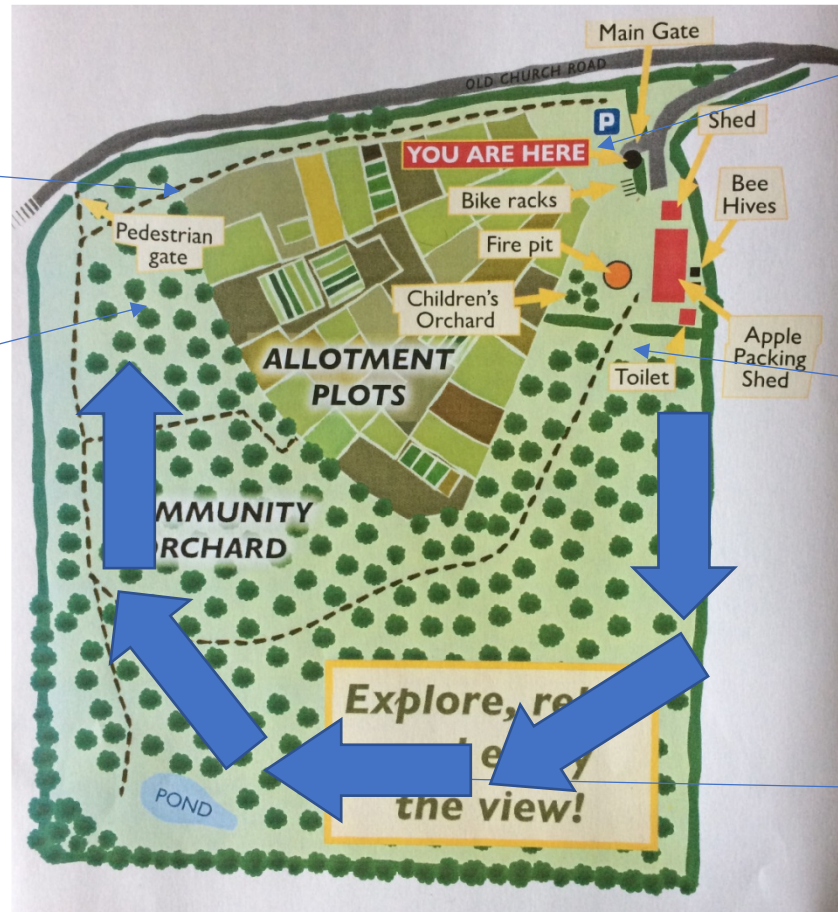
Positioning of Fire Marshals

TEAM C

Fire Marshals –
Flaming Brand and
Processionary Flare
Extinguishing

TEAM B

Fire Marshals – Wassail
Ceremony Supervision



TEAM A

Fire Marshals –
Bonfire and
Communal Areas

TEAM C

Fire Marshals – Flaming
Brand and
Processionary Flare
Lighting

TEAM D

Fire Marshals –
Wassail Procession

Fire Marshals – Monitoring the site for fire risks

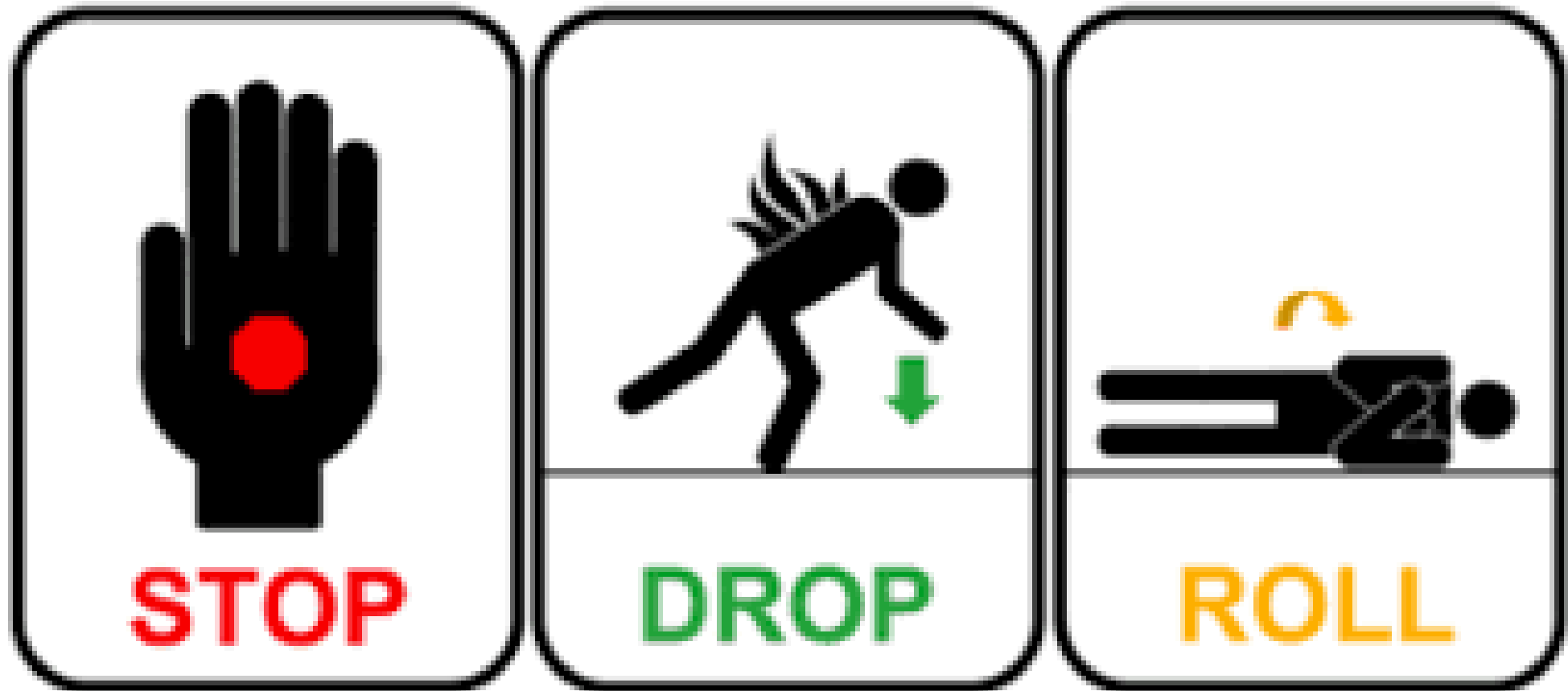
- A primary role of the Fire Marshals is to stay vigilant and monitor the site for potential fire risks
- After the main Wassail ceremony has concluded in the orchard all available Fire Marshals will be located in the communal area surrounding the bonfire and the refreshments areas
- Please ensure that other people take sufficient measures to protect themselves and others from the risk of fire and intervene if you feel it is necessary, appropriate and safe to do so
- Be patient and polite with other people
- If you encounter difficulties with anyone contact the Event Co-Ordinator (Wendy Thompson)

Fire Marshals – Instructions in the event of a fire or accident occurring

- Extinguish the fire using the fire blanket or bucket of water
- Raise the alarm using your fire whistle – 3 long blasts
- Use your mobile phone to contact Wendy Thompson, Andy Ball or Chris Blake. They will organise on-site first aid or summon the emergency services if required
- In the event of a major fire or other emergency follow the Wassail Emergency Action Plan as instructed

Fire Marshals – Instructions in the event of a person's clothing or hair catching fire

GET THEM TO



Other relevant sources of information –

all available to download at www.colwallorchardgroup.org/governance

- Health and Safety Risk Assessment for Wassail
- SWOW Bonfires at CVG safety guidance
- SWOW Operating the Stovax woodburning stove
- Fire Risk Assessment for Wassail
- Fire Risk Assessment for Apple Packing Shed and Orchard Room
- Emergency Action Plan for Wassail
- CVG Emergency Battle Bag Instructions
- Jimmy Juggle (fire performer) Risk Assessment

Feedback

- Thanks for your interest and involvement, without your help we could not run the Wassail...
- Your feedback would be most welcome.
- Please provide comments/suggestions to Andy Ball at AndyBall0207@aol.com

THANK YOU

