

## **Essential Safety Briefing Document for FEF 2019 Stewards**

**For full set of health and safety policies and guidelines, please go to the FECA website <http://www.fenedge.co.uk>**

### **Thanks for volunteering!**

Your duties will be assigned to you when you report to the control tent. You will also be given a hi-vis jacket and a walkie talkie. Use this to keep in contact at all times, call for assistance as your first action in the event of an emergency/lost child and take direction from the lead steward/duty safety officer.

As the people responsible for safety during FEF, we need to know at all times where the safest haven is.

So the priorities are to escape fire, violence and force majeure occurrences, with life and limb intact. We have a steam driven carousel with an excellent safety record, but steam and fire are in play, so that is one to look out for.

### **In the event of a fire ...**

Small fires could be contained if caught at their inception. For this we have fire extinguishers at each enclosed location. As you walk around, please make a note of where these are. Be sure to read the instructions on each kind of fire extinguisher – different fire extinguishers require operation from different distances.

### **Alert everyone**

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

**Get everyone out and to a safe location - the assembly point is at the front of the Village College by the pond**

- Don't allow delay for valuables.
- Don't investigate the fire if past inception.

**Call 999 when you are safe**

**Don't go back in**

Not for anything.

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

**3 x CO2 extinguishers**

**1 x Foam extinguisher**

**5 x Water extinguishers**

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

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

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

**Carbon Dioxide (CO2) extinguishers** can be used for all fires, i.e. including flammable or combustible liquids and fires involving electrical equipment such as appliances, wiring, circuit breakers and sockets.

**Foam extinguishers** provide a great option for those fires that are caused by the ignition of materials such as wood, paper and fabric as

well as liquids such as paints, petrol and oils. The foam is emitted from the foam extinguishers and this forms a seal on the burning surface of the material or liquid, which cools and stops re-ignition.

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

**PULL the Pin** at the top of the extinguisher. The pin releases a locking mechanism and will allow you to pull the trigger to discharge the extinguisher.

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

**SQUEEZE the trigger slowly**. This will release the extinguishing agent. If the handle is released, the discharge will stop.

**SWEEP from side to side**. Using a sweeping motion, move the fire extinguisher back and forth until the fire is completely out. Operate the extinguisher from a safe distance, several feet away, and then move towards the fire once it starts to diminish. Remember: Aim at the base of the fire, not at the flames!!!!

### **Marquees are strictly NO SMOKING AREAS.**

In the main marquee 4 exits must be maintained at all times. These must be 195cm wide and kept clear of any obstructions. In the second marquee there must be 2 exits, 105cm wide.

Door flaps when down should hang loose and open outwards by parting at the centre of the exit. If it is necessary to close the door flaps, they should be loosely tied, **and an attendant should be on duty at each exit ready to open them.**

Gangways leading to the marquee exits shall not be less than 110cm wide and must be kept clear of any obstructions at all times.

If rows of seating are to be provided, no seat is to be more than 3.6m away from a gangway and the gangway must not be less than 110cm wide. The space between rows will not be less than 30cm measured from the back of any seat to the front of any seat, immediately behind.

## **Cottenham Village College**

### Fire Alarm System

The means of giving warning in the event of fire is provided by a manual fire alarm system with some automatic detector coverage. There is a link via Redcare to an alarm receiving station.

## **INJURIES AND OTHER UNTOWARD INCIDENTS**

Call the Lead Steward to receive instruction. We have first aiders in attendance.

## **CHILD PROTECTION**

Provide free wristbands for small children and encourage parents/carers to write a contact telephone number on the wristband; All stewards to be alert for any child that may have become separated from their parents and to be aware of the Lost/Missing Child Policy and Procedure;

If a steward becomes aware of a lost child they will:

- a) Inform the Lead Steward and **seek the immediate assistance of another steward** so they are not left in sole charge of any child.
- b) Reassure the child that they will be safe and that their parent/guardian/carer will be found in due course.

For more information on

1. Stewarding Arrangements
2. Fire Safety Policy and Procedures
3. Untoward Incident Procedures
4. Child Protection Arrangements

5. Alcohol Policy – Sales and Raffles
6. Safety Plan for Playzone and Inflatables Area
7. Safety Plan for Animal Petting Area
8. Risk Assessment and Control Measures

please go to the Fen Edge Festival website:

<http://fenedge.co.uk/category/fen-edge-festival/Health> and Safety

You might also like to watch a general briefing from 2015:

<https://www.youtube.com/watch?v=A8skWqsOmrU&t=45s>