



Charity number 1197599

Fire Safety Policy and Procedure for Brereton Big Local CIO (EVENTS)

Introduction

Brereton Big Local CIO hosts events such as parades and carnivals throughout the year. Many of the events are aimed at families within the community and supported with our many volunteers who act as marshals at these events. Events held can host between 4000 – 6000 residents. Fire safety and policy and procedures are a vital part of ensuring safety of all in attendance of such events.

Fire safety risk assessments

Most fires are preventable and by preparing robust risk assessments minimise the risks. When preparing the risk assessment Brereton Big Local CIO will make consideration to the requirements a fire needs to start with:

- A source of ignition, for example a naked flame, electrical equipment, cigarettes.
- A source of fuel, for example, paper, wood, furniture, waste rubbish.
- A source of oxygen – or the air around us.

Brereton Big Local CIO will carry out an individual, personalised fire risk assessment for each event held. Based on the findings of the risk assessment, event organisers need to ensure that adequate and appropriate fire safety measures are in place to minimise the risk of injury or loss of life in the event of a fire.

Once you have identified the risks, you can take appropriate action to control them. Consider whether you can avoid them altogether or, if this is not possible, how you can reduce the risks and manage them. An important part of the risk assessment will require how to protect people if there is a fire.

Important considerations for Fire safety risk assessments:

- Keep sources of ignition and flammable substances apart
- Avoid accidental fires, e.g., make sure heaters, bbqs cannot be knocked over.
- Consider dangerous substances that may cause fire and explosion and fire prevention strategies.
- Always ensure good housekeeping, e.g., avoid build-up of rubbish that could burn.
- Consider how to detect fires and how to warn people quickly if they start, e.g., installing smoke alarms and fire alarms or bells.
- Have the correct fire-fighting equipment for putting a fire out quickly.
- Keep fire exits and escape routes clear, unobstructed, and clearly marked.
- Ensure all organisers, volunteers, marshalls, stall holders receive appropriate training on procedures they need to follow, including fire drills.

External Businesses, Charities and Organizations and Brereton Big Local CIO Events.

Brereton Big Local CIO collaborates with other businesses, charities, and organisations when organising and executing events. It is of vital importance that all collaborating has access to the fire safety risk assessments and Evacuation procedures. In addition, any businesses, charities, and organisations in collaboration with Brereton Big Local CIO should also communicate their own risk assessments, adhere to legal Health and Safety and fire safety standards, under The Regulatory Reform (Fire Safety) Order 2005 covers general fire safety in England and Wales.



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Examples of whom Brereton Big Local CIO may collaborate with:

- Stall holders
- Public Houses
- Bouncy Castle hirers
- Food stalls
- Parish Halls
- Organisations such as Brownies or brass bands.
- Football Clubs

However, robust the Brereton Big Local CIO policies and risk assessments it is still vitally important to plan an emergency evacuation procedure personalised for each individual event. If an event is held at the Brereton Community Hub, then the evacuation procedure is clearly displayed on the premises.

Brereton Big Local CIO plans individual evacuation procedures for each event. It is a priority that all organisers, volunteers, marshalls, stall holders and attendees are made aware of the procedure. Considerations when planning:

- The number of attendees expected to attend.
- The number of exit points.
- The roles of marshals and organisers (to be used in conjunction with Brereton Big Local CIO marshalling policy)
- Evacuation routes, considering alternatives and size or width.
- Assembly point/s, considering distance, size, and safety to access (such as roads)
- Communication of missing person/s
- Register of attendees (if required) and emergency contacts.
- Register of organisers, marshalls, and stall holders. Emergency contact details.

In addition, the evacuation procedure must include:

- Raising the alarm
- Calling 999 emergency services
- Evacuating the building or area.
- Following fire escape routes and leaving the building via fire exits
- Making your way to the fire assembly point
- Not re-entering the building for any reason

Fire Safety Incident Recording

Any Fire Safety accident/incident will need clearly recording on the Brereton Big Local CIO Health and Safety, Welfare and Safeguarding Incident Reporting Form

To be reviewed and signed at the next AGM.

Brereton Big Local CIO Fire policy and procedure (events)



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Signed & Agreed by all Trustees on date:	Policy version:	Review Date:
	V.1 11-22	11/2023

