

GLASTONBURY FESTIVAL 2015

FIRE SAFETY PLAN



## Glastonbury Festival 2015 Fire Safety Plan

Prepared By

Document Owner(s)	Project/Organisation Role
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1	25/11/14	T. Roberts	First draft
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## 1. INTRODUCTION

- 1.1 Glastonbury Festival 2015 Ltd (GF2015) is committed to the planning and delivery of a safe festival, where the risk to life or property arising from fire, explosion or similar is properly managed. This Fire Safety Plan (FSP) sets out the broad policy and framework of how GF2015 shall work with statutory agencies and private contractors to meet this objective.
- 1.2 GF2015 recognises its responsibilities under the relevant legislation and guidance which includes, but is not limited to:
- Regulatory Reform (Fire Safety) Order 2005
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
  - Fire and Rescue Services Act 2004
  - Dangerous Substances and Explosive Atmospheres Regulations 2002
  - Licensing Act 2003
  - Civil Contingencies Act 2004
  - Equality Act 2010

## 2. FIRE SAFETY WORKING GROUP

- 2.1 GF2015 shall establish a Fire Safety Working Group, which shall include representatives of GF2015 management, Devon & Somerset Fire & Rescue Service (DSFRS) and private contractors providing fire safety services on site (for 2015 this includes GF Fire and TESS). The key representatives will be present at meetings to discuss fire safety arrangements for the 2015 event.
- 2.2 The FSWG shall consider the all aspects of planning, operations, communications and response.
- 2.3 The Working Group shall produce a comprehensive Fire Safety Memorandum of Understanding with relevant details of the operational and planning commitments of each organisation set out to ensure a co-ordinated response to fire safety provision is agreed.
- 2.4 The Memorandum of Understanding on Fire Safety shall be agreed and signed by consensus of all parties and submitted to the Multi Agency Meeting for final approval no later than 60 (sixty) days before the commencement of Licensed activity.


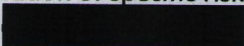
## 3. ARRANGEMENTS

- 3.1 GF2015 shall provide a full list of entertainment venues, bars, working areas and markets for consideration by the FSWG.
- 3.2 The FSWG shall determine areas of primary responsibility in respect of first response to any fire incident.

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- 3.4 Such arrangements shall be examined by the FSWG, and where appropriate, included in the Fire Safety Memorandum of Understanding.
  - 3.5 GF2015 shall identify the location and nature of all fire watch towers, RV points, fire points and other safety-critical infrastructure. These will be included on the general GF2015 site map as a separate layer.
  - 3.6 The map shall also identify the location of specific risks on site which should be made known to persons attending a fire incident 
  - 3.7 GF2015 shall ensure that traders and other commercial operations are aware of their obligation to conduct a Fire Risk Assessment of their own operation and implement suitable fire risk controls. Such commercial operations shall be subject to review and inspection by the fire safety team in conjunction with DSFRS representatives as required.
  - 3.8 GF2015 shall provide suitably experienced Market Managers to monitor general fire safety arrangements within market areas.

#### **4. FIRE SAFETY STEWARDING**

- 4.1 GF2015 shall ensure that competent and suitably briefed fire safety stewards are provided in all entertainment venues. Similarly, teams of Campsite Stewards will assist in the monitoring of fire safety within public camping areas
- 4.2 On-site fire safety training will be carried out for stewarding supervisors and will be offered to other areas and market managers etc
- 4.3 GF2015 shall provide an appropriate management and communication system for fire safety stewards.

#### **5. FIRE SHOWS, FIREWORKS AND PYROTECHNIC**

- 5.1 All plans for fire shows, fireworks or stage pyrotechnics (including timing, location and nature of event), will be collated by the GF2015 H&S Co-ordinator and communicated to GF Fire, DSFRS and MDC.
- 5.2 The H&S Co-ordinator will obtain risk assessments from the relevant contractor or effect provider and will determine specific requirements for the effects to be produced safely. A full list of all pyrotechnic and fire effects will be provided to relevant agencies (ASC, DSFRS, MDC, GF Fire) no less than 14 days ahead of the event.
- 5.3 All timings and location of the fireworks and pyrotechnic effects will be made available to the Fire Desk in Event Control.

#### **6. GAS AND ELECTRICAL INSPECTIONS**

- 6.1 GF2015 shall engage suitably competent and qualified persons to carry out inspections of LPG gas and temporary electrical installations on site. Gas inspections shall include sampling of commercial traders, production areas, crew catering facilities and any stage pyrotechnic effects. Electrical inspections shall include sampling of stage production equipment, mains distribution and catering equipment. In both instances particular attention shall be paid to issues which may give rise to fire or explosion risk.



# Fire Safety Memorandum of Understanding

**GLASTONBURY FESTIVAL 2015**  
**Wednesday 22<sup>nd</sup> April 2015**

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## 1. Overview

- 1.1 This document sets out the Glastonbury Festival 2015 Limited (GF 2015) strategy to control fire risks within and in the vicinity of the licensed festival site (*see map at Appendix 1*). It should be read in conjunction with the final version of the GF 2015 Fire Operations Plan, which will set out the detail of service and equipment provision provided on site.
- 1.2 This Memorandum of Understanding (MOU) clarifies the relationship between GF 2015 and Devon and Somerset Fire and Rescue Service (DSFRS), notably with regard to establishing a mutually supportive and co-operative framework to promote fire safety and incident response at Glastonbury Festival.
- 1.3 This MOU in no way amends or supersedes the legal requirements of each organisation, and GF 2015 recognises the need to strike a balance between joint working and the role of DSFRS as an enforcing agency.

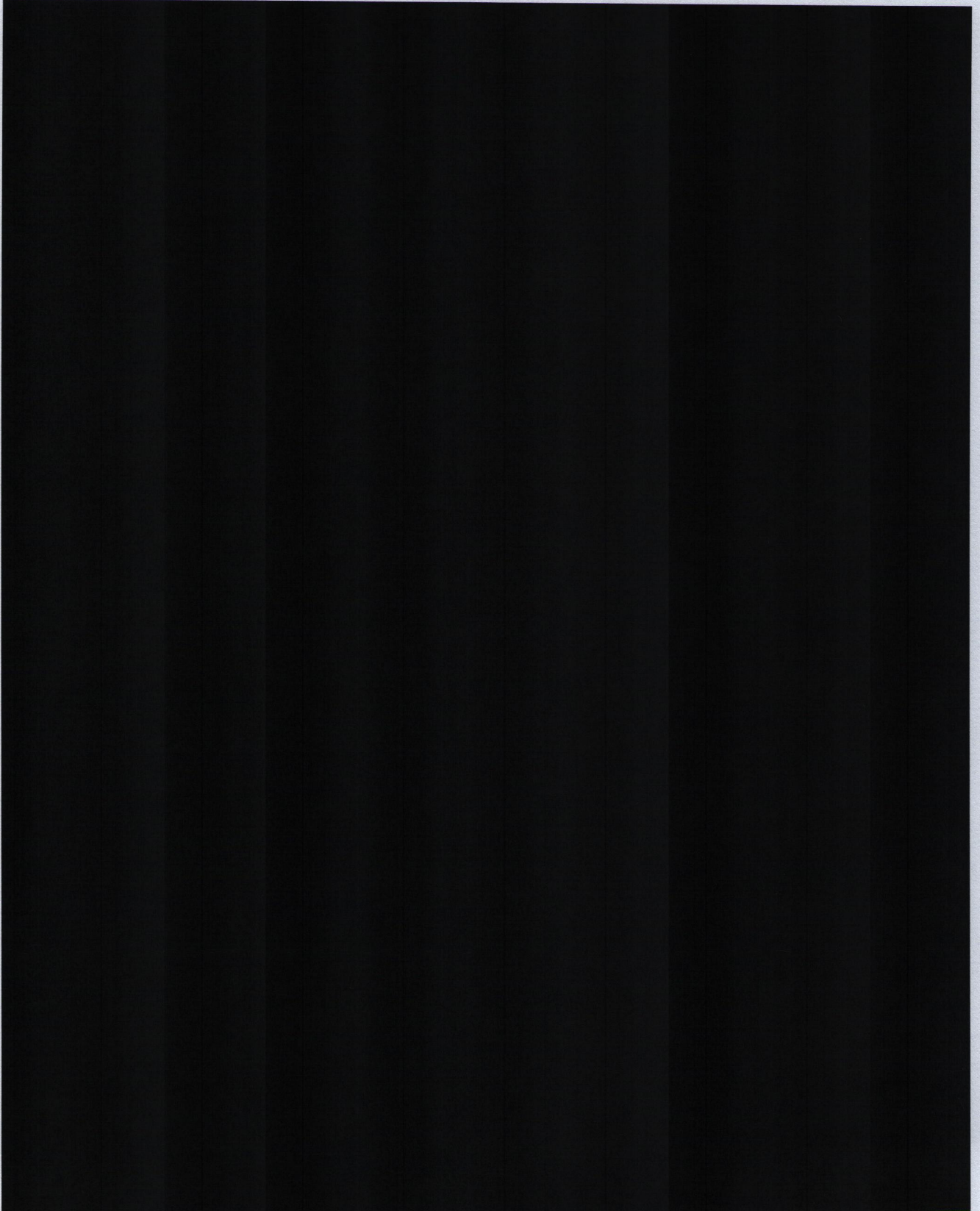
## 2. Aims and Objectives

- 2.1 The overall aim of the Fire Safety MOU is to adequately manage the risk arising from fire in the work and public entertainment environment of the Festival site.
- 2.2 Specific objectives are:
  - To ensure each venue is properly assessed for fire risk
  - To identify command, control, communication and co-operation protocols to achieve the aim
  - To demonstrate the commitment for joint working and mutual support between GF 2015 and DSFRS
  - To identify the principal elements of fire safety planning and operational response for each organisation
  - To reduce any inefficiencies and or risks arising from duplication of duties / operations.

## 3. GF 2015 Management Responsibility

- 3.1 GF 2015 Operations Director, Tim Roberts, shall assume the role of the Responsible Person as defined under the *Regulatory Reform (Fire Safety) Order 2005* (FSO); including the appointment of competent persons to carry out fire risk assessments and subsequent inspections.
- 3.2 GF 2015 shall appoint a private contractor [REDACTED] to provide a first-response to on-site incidents and to support DSFRS as appropriate. GF Fire shall also provide fire protection equipment, exit signs and emergency illumination equipment to GF 2015 operated venues within the Licensed Site.
- 3.3 The Festival Health and Safety Co-ordinator and / or Principal Safety Officer shall report to the Operations Director on all aspects of fire safety planning and operational response, including those of GF Fire and other elements within the GF 2015 structure that have a role in firesafety.
- 3.4 A system of Area Organisers and Market Managers shall monitor fire safety arrangements within their own specific areas of operation.

- 3.5 It is a condition of contract that all independent traders are required to complete their own Fire Risk Assessment and implement relevant control measures for stalls or trade areas over which *they* have control. Such arrangements shall be subject to inspection and review by GF 2015 Market Managers and the safety team.
- 3.6 The chart in **Appendix B** shows the GF 2015 management structure relating to fire safety.





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- 5.15 GF 2015 have identified stand-by locations for DSFRS vehicles which balance the needs of officers to maintain close contact with vehicles whilst carrying out safety inspections, and the need to avoid vehicle movements in areas of high public occupancy. GF 2015 shall also identify suitable access routes to all parts of site. These plans are included in the GF 2015 Fire Operations Plan
- 5.16 Any requirement for off-site DSFRS resources to be deployed to the Licensed Event Site shall be notified to the GF 2015 Event Controller. [REDACTED]
- 5.17 For non-emergency deployment, DSFRS shall make known the name duty of any officer to GF 2015 Event Controller, [REDACTED]
- 5.18 DSFRS vehicles will use blue lights when responding to emergency calls, however the use of two-tone horns is inappropriate in the context of large numbers of pedestrians in close proximity to the vehicle. Where there is a need to attract people's attention, the driver will sound the vehicle's road horn, should this fail, or prove ineffective, two-tone horns may be employed. "Blues and two's" should not be used by default.

**6. Signature**

This Fire Safety Memorandum of Understanding is hereby agreed and endorsed on behalf of Glastonbury Festival 2015 Ltd and Devon and Somerset Fire and Rescue Service.

Each party shall provide all relevant resources and facilities to effectively discharge the Strategic plan set out herein.

**Signed**

This agreement is signed:

For Glastonbury Festival 2015 Ltd– Tim Roberts, Operations Director

Signed Tim Roberts ..... Print name TIM ROBERTS

Date April 22nd 2015

For the Devon and Somerset Fire and Rescue Service – [REDACTED]

\*all authorised signatories

Signed ..... Print name .....

Date .....

Appendices

- A. Areas of responsibility – Site Plan
- B. GF 2015 Safety Management Structure
- C. Emergency Call Process Map

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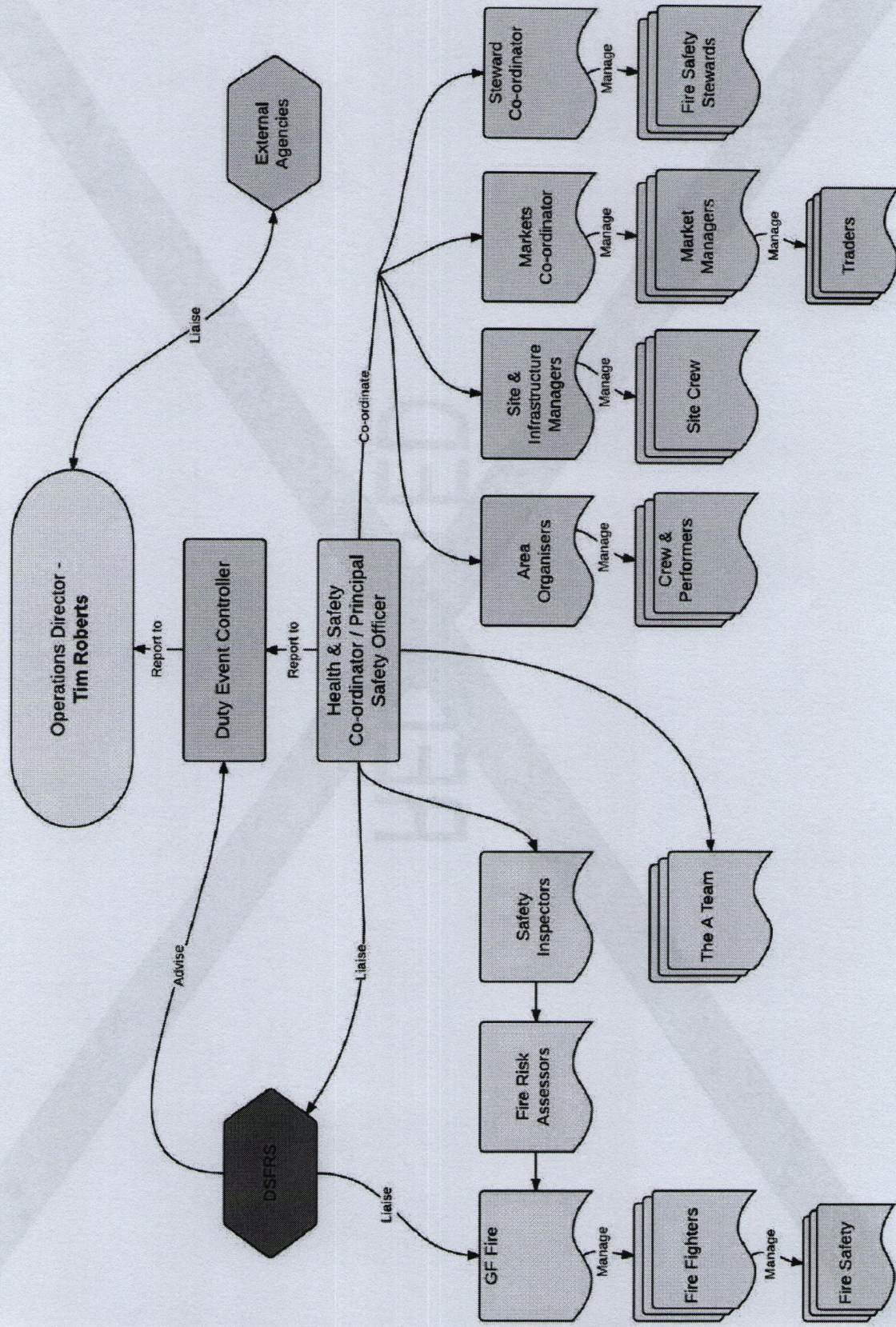
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Name

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### Appendix B – Fire Safety Management Structure





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