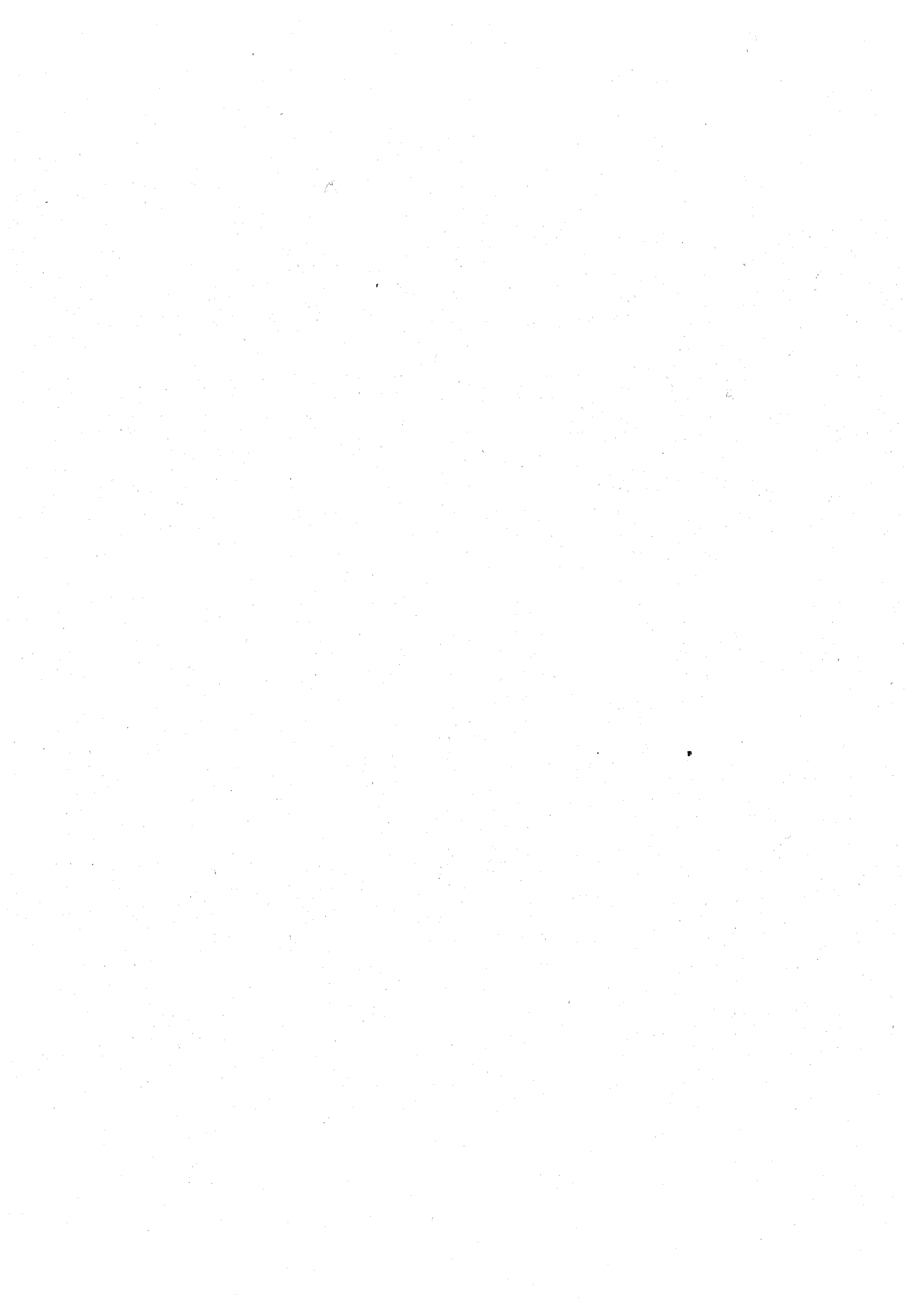


APPENDIX 1C- FIRE RISK ASSESSMENT



Primary legislation; Regulatory Reform Fire Safety Order (RRFSO) 2005

Venue Location:

MARKFIELD ARTS LTD
100-108 MARKFIELD ROAD
N154QF

SITE MANAGER

Mr. Paul Bacon of Prog Ltd
13 Cherwell close Maidenhead
0771 0088 947
01628 781925

In assessing the fire risks involved in this Premises and in the formulation of the policies and control measures guidance has been taken from;

- Fire safety risk assessment for Venues & open air events and
- The event safety guide

Primary legislation; Regulatory Reforms (Fire Safety) Order 2005.

Introduction

This is the first draft of the Premises fire risk assessment for Markfield Arts this document and the policies arising from it shall be reviewed and greater detail added as planning process. And with benefit of consultation with the authority's

Build and breakdown phase fire safety

Clients, Employees and outside contractors shall follow approved codes of practice and work in a manner that does not present a risk to themselves or others.

The Premises management team shall make available adequate resources to provide FFE during the build and break down phases.

Temporary structures

A contract hire companies who shall provide will install temporary structures on the premises:

- Fire risk assessments
- Method statements
- Technical specifications
- Competent personnel

Extinguisher provisions will be assessed on a hire-to-hire basis

Fire hazards

These are significant risks associated with the premises at this stage of development. Any additional risks created by new elements such as catering outlets shall be carefully considered in a separate risk assessment in addition to the stallholders own risk assessment and the information used to create any additional control measures that may be necessary.

Arson

Access to the premise is restricted and the site patrolled by security. The build up of combustible material is prevented by scheduled refuse collections and litter picking teams. Security shall be on alert for any malicious elements among patrons

Electrical fires Production, Lighting & Equipment

All electrical equipment on the premises shall be subject to a Portable Appliance Test if the item does not already bear a current test certificate.

All companies hiring equipment to the Premises shall be required to provide current risk assessments/method statements and PAT certification.

A dedicated fire point shall be installed to production areas and the public address amplifiers where the bulk of electrical equipment is situated. This will be in addition to any FFE installed for the structure.

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Provision will be made for Clients, workers, staff, crew and artists may recharge mobile phones and other personal electrical items at site control office.

Smoking

Smoking shall not be permitted in the premises in line with legislation. Signage to be in prominent locations

Receptacles for tobacco waste shall be positioned outside building on site and the policy enforced by stewards and security.

Fires

There shall be no open fires permitted in the premises. This policy will be enforced by stewards and security.

Catering and Market traders

To be considered all catering outlets and market stalls are required to provide;

- Fire risk assessments
- Method statements
- Technical specifications
- Sufficient FFE
- Competent personnel
- A current insurance policy
- Be in possession of a fire blanket /fire extinguisher

All catering outlets and market stalls are to be subject pre opening and twice daily check from the fire safety officer.

COSHH

The use of harmful or hazardous chemicals will be avoided as far as is reasonably practicable.

There shall be provision for a dedicated storage area for hazardous chemicals and risk assessments carried out for each substance. All data sheets shall be kept at site control.

Pyrotechnics

There are currently no plans to use fireworks or pyrotechnics at any point.

Housekeeping

To prevent build up of fuel sources there shall be scheduled clearances of refuse from the Premises

A dedicated fire point shall be installed adjacent temporary waste container.

Dedicated litter picking teams shall also patrol the Public areas to ensure a consistently good standard throughout any Premises.

Training and instruction

Clients, Staff, artists and volunteers shall be made aware of the site safety rules and given instruction on fire safety awareness and use of FFE at induction.

Outside contractors

All outside contractors are advised of site safety rules and where applicable shall be asked to provide evidence of competency.

Vehicles

Client & management vehicles are contained within the car parks. The car parks shall be managed and Monitored by cctv & security.

Persons at risk

During the hired period;

- Members of the public
- Staff
- volunteers
- outside contractors
- visitors

Vulnerable persons

- Disabled patrons
- Sleeping patrons

Disabled patrons

The site is well maintained and is free of slip and trip hazards. The event is all at ground level allowing disabled patrons reasonable access to escape routes without the need for ramps or access equipment.

Protection measures

In planning for fire safety the premises management team have used Fire risk assessment for Venues & open air events as a guide.

Means of escape

All temporary structures shall have sufficient exits to provide a means of escape to a place of safety. A floor plan accompanies this document.

Dedicated fire points shall be installed within the structures along escape routes in accordance with FRA venues & open air events guidance.

Emergency lighting shall be installed within the structures by a competent electrician. Adequate signage will be installed denoting exits.

Evacuation procedures are contained within the Premises management plan.

Rendezvous points

Once free from immediate danger security and stewards shall direct patrons to a rendezvous point outside of the premises detailed plans will be available after consultation with the authority's

emergency signs which shall be displayed throughout the Premises.

Stopping fire spreading and developing

To prevent the spread of fire Public areas shall be designed to incorporate fire breaks and access.

Emergency lighting

Emergency lighting is installed on the premises

Fire safety signs and notices

Adequate signage and fire safety notices will be installed alongside emergency lighting denoting the exits.

Fire warnings

Public address systems shall have a microphone standing by for addressing patrons in the event of a fire.

Full details of the emergency procedures are contained within the Premises management plan.

Fire fighting equipment

A more detailed plan for provision of fire fighting equipment shall be compiled in conjunction with Fire Safety Consultant.

Risk assessments

Further risk assessments shall be added as planning progresses.

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HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
Arson	Clients, management Patrons, , employees, volunteers, outside contractors, artists and visitors	Low	High	Access to the Premises is restricted and the site will be patrolled by security. CCTV in operation at all times. Scheduled refuse collections and litter picking teams prevent the buildup of combustible material.	SIA Security shall be alert for any malicious elements among patrons. CCTV will be in operation at all times	Premises Management	Pre-event & planning stage	Low

MARKFIELD ARTS

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
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<p>Electrical fires from Production equipment, lighting installation or public address system</p>	<p>Clients, management, Patrons, employees, volunteers, outside contractors, artists and visitors</p>	<p>Low</p>	<p>High</p>	<p>All electrical equipment on site shall be subject to a Portable Appliance Test if the item does not already bear a current test certificate. All companies hiring equipment to the event shall be required to provide current risk assessments/method statements and PAT certification.</p>	<p>A dedicated fire point shall be installed adjacent to any performance area and the public address amplifiers where the bulk of electrical equipment is situated. This will be in addition to any FFE installed for the structure. The duty site manager carry out pre event checks to ensure compliance</p>	<p>Premises Management</p>	<p>Pre event and planning stage</p>	<p>Low</p>
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MARKFIELD ARTS

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
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Smoking/tobacco waste	Clients, management, Patrons, employees, volunteers, outside contractors, artists and visitors	Low	High	Smoking shall only be permitted in designated area of the Premises Receptacles for tobacco waste shall be positioned outside the building	Stewards and security shall enforce the policy. Signage will be on prominent locations	Premises Management	Pre event and planning stage	Low
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MARKFIELD ARTS

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
Fires	Clients, management, Patrons, employees, volunteers, outside contractors, artists and visitors	Low	High	There shall be no open fires permitted in the Premises.	Stewards and security shall enforce the policy. CCTV will be in operation	Premises Management	Pre event and planning stage	Low

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
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Catering equipment	Clients, management, Patrons, employees, volunteers, outside contractors, artists and visitors	Med	High	All catering outlets to provide fire risk assessments. Pre event checks by fire marshals.	All hired catering outlets are to be subject to a daily check .	fire marshals	Pre event and show time.	Low
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HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
Control of substances hazardous to health.	Clients, management, Patrons, employees, volunteers, outside contractors, artists and visitors	low	High	The use of harmful or hazardous chemicals will be avoided as far as is reasonably practicable.	There shall be provision for a dedicated storage area for hazardous chemicals and risk assessments carried out for each substance. All data sheets shall be kept at site control office.	Premises Management	Pre event and planning stage.	Low

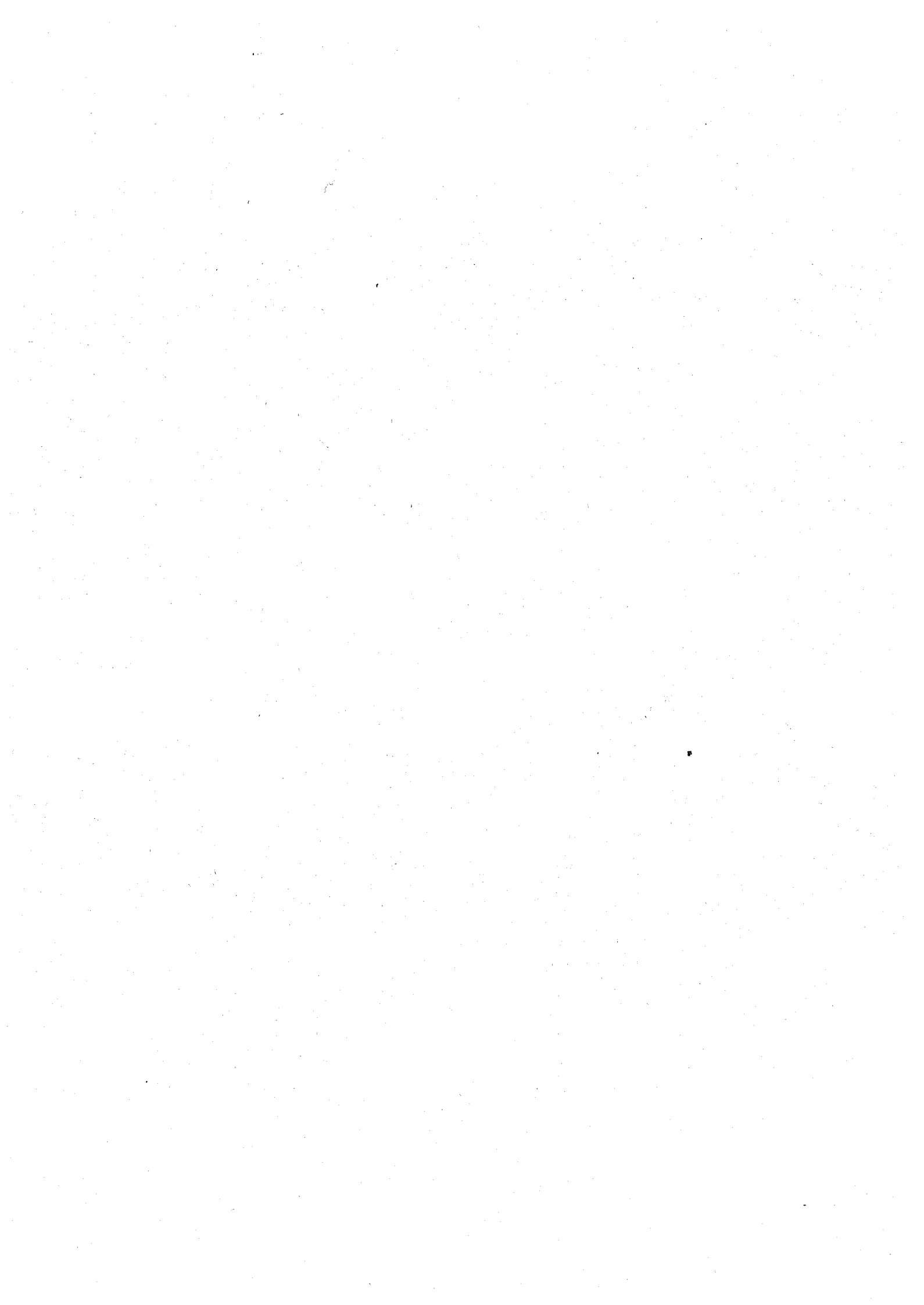
MARKFIELD ARTS

HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
Housekeeping	Clients, management Patrons, employees, volunteers, outside contractors, artists and visitors	low	High	<p>scheduled clearances of refuse from the Premises</p> <p>Dedicated litter picking teams shall also patrol the Premises to ensure a consistently good standard throughout any event.</p>	<p>Refuse is cleared to a waste container</p> <p>A dedicated fire point shall be installed adjacent to the waste container.</p> <p>Container will be emptied regularly to avoid the buildup of combustible materials</p>	Premises Management	Pre event and planning stage.	Low

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HAZARD	PERSONS AFFECTED	RISK	SEVERITY	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	Residual risk
Disabled patrons.	Clients, management, Patrons, employees, volunteers, outside contractors, artists and visitors	low	High	<p>The premises is well maintained and is free of slip and trip hazards.</p> <p>The Premises is all at ground level allowing disabled patrons access to escape routes without the need for ramps or access equipment.</p>	All exits will be of sufficient size to allow for wheel chair access	Premises management	Pre event and planning stage.	Low

APPENDIX 1D- HEALTH & SAFETY RISK ASSESSMENT



Address

100-108
Markfield Road
N15 4QF

Company

Markfield Arts Ltd

Company Number 07916106

Registered Office

Suite 17789 Lower ground floor

145-157 St John Street

London EC1 V4PW

INTRODUCTION

The aim is for the space to be versatile and flexible to accommodate a diverse and wide range of activities on the premises :

Exhibitions

Film and photo shoots

Private event hire

Recorded and live music events

Music and theatre production

Workshops in dance, arts and cultures

Indoor Sports and training

Conference and Seminars

Café

Licensed Bar

These risk assessments were carried out with regard to compliance with;

- The Licensing act
- The Health and Safety at work act
- Manual handling regulations
- Control Of Substances Hazardous to Health (COSHH)
- Work at Height regulations
- The provision of work place equipment regulations

Principal Hazards

- Slips and trips
- Working at height
- Manual handling hazards
- Fire safety
- Chemical hazards
- Moving vehicles
- Public order
- Food hygiene and safety standard

<p>Large sums of money on the premises.</p> <p>Bar takings.</p> <p>Site office</p> <p>Banking. Deposits.</p>	<p>Management, stake holders, invested parties. Those responsible for cash on the premises.</p>	<p>H</p>	<p>H</p>	<p>Security/cctv employed to ensure the safety of personnel responsible for cash money on the premises. All cash monies are to be kept in a locked safe until deposited with the bank.</p> <p>No money will be on the premises overnight.</p>	<p>The SIA Security will be trained in close protection and shall provide cover for staff while taking deposits to the bank.</p>	<p>management planning team</p>	<p>Planning stage prior to license application</p>	<p>Low</p>
<p>HAZARD Crime and disorder</p>	<p>PERSONS AFFECTED</p>	<p>RISK</p>	<p>SEVERITY</p>	<p>EXISTING CONTROLS</p>	<p>ADDITIONAL CONTROLS</p>	<p>ACTION BY WHOM</p>	<p>ACTION BY WHEN</p>	<p>RESIDUAL RISK</p>

HAZARD	PERSONS AFFECTED	L	H	EXISTING CONTROLS	ADDITIONAL CONTROLS	ACTION BY WHOM	ACTION BY WHEN	RESIDUAL RISK
<p>Robbery and theft.</p> <p>Public Areas</p>	<p>Clients, Workers, workers from other companies, artists, performers, members of the public.</p>			<p>Security to provide patrols in the Public areas.</p> <p>Stewards and security to report any incidents to duty site manager at site office.</p> <p>Police to be called if any breach of the law has occurred.</p>	<p>Liaison with local Police authority. Incident log book compiled by a duty site manager and kept at premises office.</p> <p>Policy to be intelligence led.</p>	<p>Management planning team. SIA security.</p>	<p>Planning stage prior to license application.</p>	<p>Low</p>
<p>Car parks</p>				<p>Security patrols of Premises.</p> <p>Security patrols in car parking & Smoking areas.</p>				

<p>Traffic load on the public highway.</p>	<p>Clients, Workers, workers from other companies, artists, performers, members of the public and the wider community.</p>	<p>L</p>	<p>H</p>	<p>Marshaled ingress & egress of traffic.</p>	<p>Internal traffic management system allowing vehicles to be directed off the public highway and into the site traffic and parking system avoiding so far as is reasonably practicable any undue queuing or "bottle necks".</p>	<p>Management planning team.</p>	<p>Planning stage prior to license application.</p>	<p>Low</p>
<p>HAZARD</p>	<p>PERSONS AFFECTED</p>	<p>RISK</p>	<p>SEVERITY</p>	<p>EXISTING CONTROLS</p>	<p>ADDITIONAL CONTROLS</p>	<p>ACTION BY WHOM</p>	<p>ACTION BY WHEN</p>	<p>RESIDUAL RISK</p>