



**Rickmansworth Waterways Trust**  
**Rickmansworth Festival – Standing Safety**  
**Management Plan**

**Document Number R05**

**Date Reviewed and Approved by the Trustees – 2020**

**Updated for the Festival 2020**

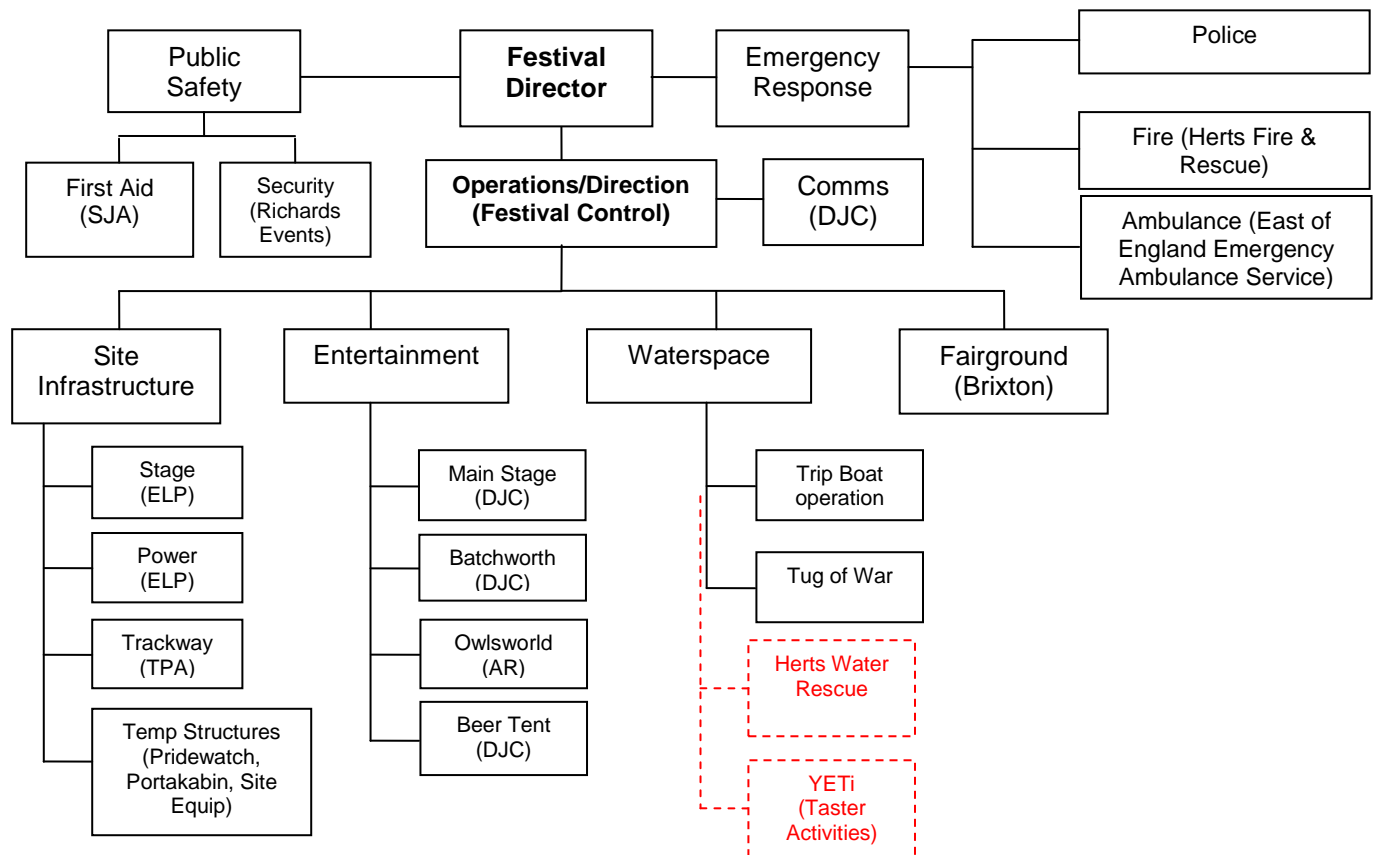
**Background**

The Rickmansworth Festival has been held at Batchworth and in the Aquadrome in various forms since 1993. It was modified in 2006, and significant activities relating to the Rickmansworth Waterways Trust’s education programme were introduced at Batchworth. Further modifications are made each year, and the “standing” Safety Management Plan (which also stands as the Festival Event Management Plan) is updated and re-issued for each Festival following “review”. This version is relevant to the Festival 2020 (16th and 17th May 2020).

**Safety Management Plan – Sources of Information**

In drawing up this Management Plan for review by the Trustees of the Rickmansworth Waterways Trust and for submission to the Safety Advisory Group account has been taken of the recently updated (2018) chapters of the Event Industry Forum’s “Purple Guide” (accessed 17 Jan 2019) as well as the HSE guidance documents listed as References. Not every concern addressed in these sources is relevant to the Rickmansworth Festival, but together they have allowed the preparation of a safety management system which anticipates, monitors and controls our potential crowding, workplace and welfare risks.

**Festival Organisational Diagram**



## Festival Organisation

The Purple Guide points out (clause 1.16, 1.17) that volunteers, who form the bulk of those involved in the Festival, have a particular status under health and safety law. RWT employs staff (two in number) in its other activities, and for the purposes of this Plan the Festival's management is treated as being covered by that legal structure.

Competent individuals/organisations have been nominated to address specific aspects of the Festival as shown above, and have responsibility for them. The names of the people responsible for these specific aspects of the event are recorded in the Festival Contact List. The organisation is agreed ahead of the Festival and work is done in accordance with the Plan by the individuals and contractors identified under the supervision of the Festival Director. During the site set up and during the Festival all operations are coordinated by Festival Control. During the event itself there is continuous radio communication from Festival Control to the many of the members of the Festival Team and to all locations; there are continuous patrols of the site by the Festival Team; there is a comprehensive Public Address system; there are Emergency Plans for general safety, dealing with fire and procedures for evacuation of the site which are provided to all Festival staff on 5 Safety Instructions Sheets; and there is a rota of senior Festival team members responsible for the site and its outlying elements.

A number of activities, the Youth Explorer Trail (YETi), are planned to provide 'taster' activity sessions directed at young people. A small number of organisations - Tring Anglers, the Sea Cadets, Bury Lake Young Mariners among others – will provide a range of activities coordinated by the Waterspace Team but each conducted under the auspices of the presenting organisation, which will make their own risk assessment and carry it under the rules and safety regime of their parent organisations.

In the same way the Batchworth Sea Scouts will have a bridge from the towpath below Batchworth Lock (and separately authorised by Canal and River Trust), and will carry out a range of activities on their own premises for which they are wholly responsible.

## The Site

The Festival site includes the area around Batchworth Lock, the towpath between Batchworth Lock and Stockers Lock, the Aquadrome car park and fields at Stockers Farm (for visitor parking), and part of the Aquadrome for the main trade and entertainment area and the Environment Fair. It totals about 3 hectares, and is owned variously by Three Rivers District Council (TRDC), Canal and River Trust (C&RT) and Stockers Farm. The locations of underground services, in the Aquadrome and on the towpath, are well known. No ground penetration occurs elsewhere.

The site is substantially flat and is considered suitable by all authorities. In particular, the space before the main stage (in the 'picnic area' of the Aquadrome) is clearly adequate for the expected crowd, and allows well over 0.5m<sup>2</sup> per person. Space in the Bar Marquee is more limited, but invariably exceeds that figure per head.

The event is generally held out of doors, except for the elements in marquees – the bar, the acoustic stage and the environment fair. Only the first attracts significant numbers, or is in use after dark.

Access is free, and by several routes - there are no turnstiles, although “welcome” and donation points are established.

### Phases of the Festival

The Festival runs from Friday evening, when there are receptions by invitation and not open to the public. The public events are on Saturday, from 1030 to 2230, and on Sunday from 1030 to 1730. Site preparation and setting up is done on the Wednesday, Thursday and Friday before the start, and take-down is done mainly on Sunday evening, with removal of some heavy equipment held over to Monday and conducted under the direction of Festival and TRDC staff.

### Description of events – Setting up

- Provision and laying of trackway – ordered by RWT and contract with TPA Portable Roadways.
- Unloading and erection of stage and supply of lighting – ordered by RWT and contract with Lime Light, 3 Point Productions and Impact Productions (IPS).
- Delivery and set up of fairground rides and entertainments (David Brixton Entertainments)
- Unloading and erection of other Temporary Demountable Structures (marquees) – ordered by TRDC and contract with Pridewatch Events.
- Laying out and connection of electrical supplies – ordered by RWT and contract with Lime Light.
- Delivery and provision of Portakabins - ordered by RWT and contract with Portakabin.
- Provision of portable toilets – ordered by RWT and contract with SiteEquip.
- Laying out and connection of PA systems – ordered by RWT and contract with DJC Sound Systems (DJC).
- Reception, direction and location of exhibitors – Site layout and placing of exhibitors managed by RWT.

### Description of Events – Take-down

- Packing up and departure of exhibitors – supervised by RWT.
- Dismantling and removing fairground – by Brixton Entertainments
- Dismantling and loading of stage – contract with Lime Light and Impact Productions.
- Striking and loading of marquees – contract with Pridewatch Events.
- Removal of portable toilets – contract with SiteEquip
- De-rigging of electrical supplies – contract with Lime Light
- De-rigging of PA systems – contract with DJC Sound Systems.

- Removal of Portakabins - contract with Portakabin
- Removal of trackway – contract with TPA Portable Roadways.

### Principal Factors

This is a canal festival, and there is a standard hazard from the water, mainly the canal. This is also present in the Aquadrome, but is outside the area of the Festival itself.

### The Crowd

Over ten years experience shows that between 15 and 25,000 visitors attend over the course of two days, although this number has been increasing recently and now stands at around 25,000. About 6,000 people are present at any time, with the peak periods being on Saturday and Sunday afternoons and highly weather dependent. The profile of the crowd is very mixed: many families attend, as do large numbers of young people attracted by the varied music programme, but there is a high proportion of more mature people from a wide area. Crowd density presents a hazard on the towpath and potentially (but not historically) at Batchworth. At the Aquadrome, crowd density is a potential hazard at the open-air music event on the Saturday evenings, where up to 3,000 people may attend the main stage (“picnic area”) during the course of the evening. Several hazards relating to injury and ill-health have been identified.

We have therefore considered the following physical features of our venue to see if they could lead to overcrowding and possible injury:

- steep slopes – *only on the walkways around Batchworth Lock and the canal bridge to Stockers Farm.*
- dead ends, locked gates – *there are none. The Picnic Area is fenced by a climbable post and rail fence, but has two main and one emergency exit gates each over 3 m wide.*
- convergence of several routes into one – *there are no significant instances of this.*
- uneven or slippery flooring or steps – *a concern on the towpath, crossing Stocker's Lock Bridge and around Batchworth Lock, and on the trackway in the Picnic Area in wet weather.*

We are conscious that the potential for injury increases in some situations, especially the hazards due to:

- reverse or cross flows in a dense crowd – *there should be none.*
- flows obstructed by queues, or gathering crowds – *the towpath during increasingly popular events on the water at the Iron Bridge needs extra care, and will be specially but unobtrusively controlled on the lines successfully tried from 2015.*
- large pedestrian flows mixing with animals or traffic – *the only opportunities for this are on the A404 Road Bridge near Batchworth and around the Aquadrome car park. The adoption of the car park area at Stockers Farm in recent years has reduced traffic in and*

*out of the Aquadrome and provides a pedestrian only access into the site. But it requires pedestrian crossing of the canal bridge near Stockers House.*

- moving attractions within a crowd. *None is planned.*

### Crowd Controls

Our principal control is the careful briefing of the team of volunteers. Good communication between them and with the crowd of visitors (by signpost and public address) are central pillars of our arrangements. We also arrange for the police, St John Ambulance and specialist security staff to attend appropriately.

Public information including safety guidance and hazard warnings is by signage as well as by PA announcements. There is, of course, a balance to be struck between on the one hand over-signing with meaningless and unenforceable prohibitions, and on the other not drawing attention to hazards which the public may not recognise. This provision is kept under review, and signage is reconsidered each year.

Fencing is used sparingly as a crowd control. “Heras” (mesh panel) fencing is used to prevent people walking from the Aquadrome Car Park into the backs of the trading stands along the main roadway, and to direct them to the entry point near Festival Control. Stage barrier and pedestrian barrier is used to define the stage area and performers’ area in the Picnic Area. The Picnic Area is (as above) permanently fenced as part of the Aquadrome, and is not compromised for the Festival, while the Aquadrome itself has a perimeter fence which is not considered further in the Plan. Much of the towpath is fenced off from the Aquadrome by this boundary fence which prevents casual transit between the two, although a number of access points are provided.

Because of the size of the site and the duration of the Festival it has not proved practicable to exercise crowd control by the provision of large numbers of stewards, although this is done, in conjunction with the Police, on the Saturday evening in the Picnic Area, especially near the stage; the Car Park is stewarded. It has proved better to provide guidance and direction on arrival, and to supervise by walking the site continuously ready to summon assistance if required (it very rarely has been). Those attending arrive through the day using a wide range of transport and by walking, and some stay all day and some only for an hour or so; people can come and go as they choose throughout the weekend.

A special case is seen at Batchworth, where a specially marked control point is set up at the top of the easy-access ramp down to the towpath. Visitors arriving are directed there rather than down the steep steps leading directly to the canal side (which is reserved for egress), although some members of the public inevitably insist on going down and confrontation to avert this is avoided.

Queuing for access has not been a feature of the Festival, and no reason has been identified for it to become so.

Signs are displayed requesting that cyclists dismount when traversing Festival areas. Festival volunteers remind cyclists of the need to comply with this request, but do not have authority to

enforce these requirements. If a hazardous situation arises it may be necessary to send for a police officer.

Visitors are requested to keep their dogs on leads whilst walking through the site. Since the Aquadrome is a large public park dog owners are at liberty to exercise their dogs in quieter parts of the site. Festival Volunteers can and do advise and request dog owners to keep their dogs on leads, but they do not have authority to enforce these requirements. Again, if a hazardous situation arises it may be necessary to send for a police officer.

We are aware of the provisions of the Crowded Places guidance of the National Counter Terrorism Security Office, and consider the Festival to be in the 'Major Events' sector. We have prepared a separately-issued plan of measures relevant to the Festival, while recognising that the threat is multi-faceted.

### Contractors

Much of the general work to prepare the site is done by volunteers, often under the direction of the professional contractors. But the specialist work of laying out the site (laying the trackway, delivery of toilets and Portakabins, erecting the fairground, stage and marquees, fitting out the bar, setting up the PA system and laying out the electrical supplies) is done by the contractors and providers themselves, under contracts arranged by TRDC or (mainly) by RWT and working under the direction of the Festival Director and TRDC staff as listed above. The guidance of INDG368 ('Using Contractors') has been taken into account.

All work is done according to recognised safe systems of work by competent staff; method statements are required from the contractors.

Portable toilets are provided and serviced by a recognised contractor arranged by RWT.

Volunteer staff assisting the contractors are competent and experienced in their roles (a special example is in the Waterways Recovery Group, who provide small-scale erection services and waste collection – the waste is removed by TRDC direct-labour staff). Extra volunteers are used in small numbers to augment the main groups.

### Significant Hazards

Water The whole event is based around the Grand Union Canal. Some of it is actually afloat, and many of the visitors attend by boat.

Hertfordshire Water Rescue provide a presence on the canal just below Batchworth Bridge. It allows them to provide both demonstrations to the public and a comprehensive afloat safety service.

Fire Fire is a particular hazard at the hot food stalls and in visiting boats.

Special instructions are issued to participating boaters, which cover their actions in the event of fire in a boat near their mooring.

A Fire Risk Assessment is carried out by the supplier of the fire extinguishers, whose advice on the number, type and location of extinguishers and placing of signs and notices is implemented by Festival staff across the site.

The fire hazards in the beer tent and other marquees are covered in the same way.

Herts Fire and Rescue Service provide an appliance on site as their resources permit and the local Fire Station is within 5 minutes of the Festival site.

Electricity Many of the attractions, caterers and the music presentations require electricity, which is delivered by mains supply in the Aquadrome and at Batchworth. Exhibitors are not permitted to use their own portable generators. All electrical supplies (including those for the PA system) are connected by and only by the contractor, and portable equipment is required to have been tested and express written assurance given that it is so. Instructions stating the acceptable connections required for the Festival management to supply electricity from the site supply are issued in advance of the event. Participants have to return and sign the form stating that they accept and understand the conditions of supply. Qualified site electricians are contracted to be on site throughout the Festival operating hours to respond to any power supply actions required.

Manual handling Experience shows that there is a small but visible threat from enthusiastic volunteers moving unfamiliar equipment during setting up and dismantling. The main risk here is borne by the contractors, working under their own risk assessment, but volunteers helping the contractors are at some risk if not supervised correctly.

#### Special Provisions – Batchworth

We have become aware that the increasing popularity of Batchworth, allied to changed usage of the lock especially but not only the way in which the public listening to the music obstruct the lock gates by sitting on the steps. The following provisions, described in some detail this year to reflect the change, will be made for 2020.

- The lock will be 'manned' by dedicated volunteer staff to operate the lock. The person in charge of the lock will have a radio for general communications, especially with the trip boat dispatcher, and a loudhailer to warn visitors when the lock gates are opening or for any other safety critical announcements (Risk Assessment - Hazard 19).
- To clearly demark public and staff/boater areas, the lock area will be marked with yellow, white and red paint and, where appropriate, signs will state 'No Public Access, Festival Staff Only'. The water hazard by the lock and the obstruction hazard at the bottom lock gate will be marked with a painted line, and visitors will be asked to stay behind it. The delineated area will be used by Festival staff and boaters only.
- The use of the steps (Risk Assessment - Hazard 1) down from the road on the Lock Centre side of the Canal to the towpath has been discouraged as they are too steep and can be a hazard. These will be stewarded at the top and at the bottom to advise visitors to use an alternative route if possible. However, if they insist on using the stairs the safety issue will be reinforced, and they will naturally be asked for a donation for entry into the Festival. Signs to encourage visitors to enter the Batchworth area from the other side of the road, going down to the towpath to pass under the road bridge, will be used as before.



- The entrance to the Festival by the top of the lock will be moved a few yards up the towpath, to ease a potential bottleneck. It will continue to be marked by a large gazebo branded to the Sea Cadets, who man that access point.
- The usual practice that only one trip boat should be unloading/boarding at a time, with the others waiting under the bridge or at the tail of Chess Lock, will be reinforced. Coordination of boat movements with the lock staff will be improved so that all are ready for boats entering or leaving the lock.
- Visitors can enter the site via the ramp down from the road to the Education Centre to access the exhibition in the Education Centre and the Public Toilets. They can sit on the steps up to the lock to watch the entertainers or boaters.
- Visitors on the towpath side will be allowed to sit on the lock tail steps, but only in areas signed and marked. Access to these steps will be under the control of the lock staff, with access/egress only when the lock gate is closed. Visitors will be asked to stay away from the white line – they can sit on the steps on the other side (see above) but may not enter the lock area or attempt to cross the lock via the lock gates to get there.

#### Other risks – setting up

- Traffic moving on site. All traffic is directed by Festival Staff having checked in at Festival Control. Specifically, vehicles are not allowed to move on site during the Festival without special arrangements for escort, and so vehicles used during setting up are left in a separate vehicle park.
- Failure of equipment. Contractors and Exhibitors are required to use tested and appropriate equipment and to erect it in accordance with a pre-supplied method statement unless the structure is simple (e.g. a gazebo or vehicle).
- Manual and mechanical handling. Sensible supervision and appropriate dress are the main contributions to safety in this major feature of both setting up and taking down.

#### Other risks – take-down

Generally, the risks are the converse of those in setting up. There is, however, some extra risk from the more compressed timescale, leading to some traffic congestion on Sunday evening. A sensible degree of traffic control by Festival Staff and has been found to be sufficient, however. Most of the heavy equipment remains until the Monday morning.

No additional hazards due to the take-down process have been identified.

#### Risk Assessment

The risks arising from these hazards, and those principally exposed to them, are assessed in the attached Risk Assessment (Annex A). We have considered “who is at risk”: generally, all the risks affect to some extent the public, the visiting boaters (who are part of “the public”) and the “exhibitors” as well as the staff and volunteers, and so we seek to mitigate the risks to all these groups equally. Where particular risks affect a particular group this is addressed in the text.

## Risk Management

Risk is managed at two levels: by the provision of a strong and well-recognised organisation centred on the Festival Director, and by detailed mitigation of the principal risks identified.

Both Contingency Planning and Emergency Planning (Purple Guide Ch 4) have been considered. The Festival Contingency planning addresses the requirements to:

- get people away from immediate danger and secure animals
- summon and assist emergency services
- handle casualties
- deal with the displaced / non-injured
- liaise with the emergency services and other authorities (and, where the situation is serious, hand over responsibility for the incident / emergency).
- protect property

## Contingency and Emergency procedures - Summary

Festival procedures for staff and volunteers to follow in a site contingency or emergency include:

- raising the alarm
  - informing the public. A simple Show Stop procedure is contained in a dedicated Safety Instruction.
  - onsite initial emergency response, e.g. use of fire extinguishers or the deployment of first aiders.
  - summoning the emergency services
  - crowd management, including evacuation when necessary
  - evacuation of people with disabilities
  - traffic management, including emergency vehicles
  - incident control
  - liaison with emergency services
  - providing first aid and medical assistance
- A Festival Safety leaflet is produced for the attention of all Exhibitors, Boaters and Traders and is sent out to all participants in advance.
  - It is a requirement of participation that all equipment used is statutorily tested. All equipment provided by the Festival is tested either by or for us.
  - Medical The guidance of the Purple Guide Ch 5 has been considered and a proportionate Medical Plan discussed with the St John Ambulance, who provide first aid cover, an ambulance and a mobile first aid station.



## Rickmansworth Waterways Trust Rickmansworth Festival – Standing Safety Management Plan



- Security and crowd control is mainly by volunteer marshals, with registered security staff contracted in the evenings and overnight. The police are continuously present on the site during Festival hours.
- All participating craft hold the C&RT Craft Safety Certificate and are insured as a condition of their licence.

The expected site contingencies and emergencies have been considered. It has not been considered necessary to address Civil Contingencies for the Rickmansworth Festival, although close liaison is maintained with the Police.



### Risk Mitigation

The material risks anticipated have been assessed in detail, and a number of mitigations identified. They are shown at Appendix A below and they will be put in place by the organising committee: in every case, it is believed that the risk will thereby be reduced to an acceptable, or at least to a tolerable, level.

### **Safety Management Plan prepared by:**

Fabian Hiscock  
Conservation Team Leader

David Montague  
Festival Director

Reviewed and agreed by the Trustees of Rickmansworth Waterways Trust.

Approved:

*Dr David J Montague*

Chairman

Rickmansworth Waterways Trust

Appendix A – Risk Assessment

Appendix B – Emergency Response Plan

Appendix B1 – Show Stop procedure

Appendix C – Waterspace Safety Guidance

Appendix D – Fire Safety

Appendix E - General Safety Instructions

Appendix F – Injury

## **Appendix A – Risk Assessment and Implementation**

### **Implementing the Safety Management Plan**

The risk assessment gives rise to the “Safe System of Work” for the Festival, which is captured in the text above. It is not promulgated widely, but is used by the Festival Director and Organising Committee to inform the instructions and guidance for safe set-up, conduct and dismantling of the Festival. These are attached, and are conveyed as follows:

To Boaters and Exhibitors: by promulgation of the Conditions for Entry on the Booking Form which all complete. This is backed up by a General Precautions leaflet handed to each crew and exhibitor in advance or on arrival at the Festival.

To Exhibitors: in addition to the General Precautions leaflet, by issuing leaflets on Fire and Electrical Safety.

To Volunteers and Staff: by promulgation of the full set of leaflets covering Fire and Electrical Safety, Injury and Emergency Response including site evacuation.

To the public: by use of PA, local guidance and supervision, and by the use of programme leaflets with maps to tell people where events and activities are to be found.

### RISK ASSESSMENT and MITIGATION.

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
1.	Poor surfaces, obstructed towpaths or walkways, cable trip hazards	Falling / Tripping / Slipping	Injury to member of public or staff	<ul style="list-style-type: none"> <li>• Main events take place on well-maintained Towpath and walkways, and on grassed public areas (Aquadrome and at Batchworth).</li> <li>• The trackway used in the Aquadrome offers a particular hazard, with an increased risk of trip or slip if its installation is or becomes loosened. It requires frequent inspection by walking its length during the Festival, and being ready to fix defects found.</li> <li>• All walkways will be kept clear of obstructions such as exhibitor displays or mooring ropes.</li> <li>• Individual designated as responsible for the Water Space to ensure boats properly moored.</li> <li>• Full site plan produced to show layout of all areas.</li> <li>• Individual responsible for all exhibitors / traders to ensure they comply with the layout requirements for the site</li> <li>• Areas of site used at night are to be lit. Named qualified contractor responsible for power and lighting.</li> <li>• All cables for PA or electrics to be routed above head height or away from possible public access, or under suitable protective covers.</li> <li>• Festival safety leaflet to be given to all traders and boaters.</li> <li>• A pedestrian crush barrier is to be provided to the front of the main stage to prevent members of the public leaning onto the stage area.</li> <li>• First aid patrols provided across site by St John Ambulance, with dedicated VHF radio channel.</li> <li>• Named individual responsible for events at Batchworth to ensure compliance with agreed mitigations.</li> <li>• The steep steps at Batchworth give unsafe access to the towpath below, and supervision will be provided to discourage the public from using them. <i>They are, however, a public access in daily use through the year: altercation with the public arising from a forcible prohibition can occur and is to be avoided as causing a worse hazard than the steps.</i></li> </ul>	Risk moderate - tolerable	<p>Particular attention to Aquadrome Trackway and the public footpath areas</p> <p>Brief SJAB</p>

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
2.	Water, especially the canal  (see Hazard #19 for special provision for locks at Batchworth)	Falling into canal, mainly due to overcrowding near water's edge	Drowning	<ul style="list-style-type: none"> <li>Boats moored from Batchworth Bridge to the Aquadrome (the main pedestrian route from Batchworth to the Aquadrome) will protect most of the towpath edge and act as a barrier between the canal towpath and the water.</li> <li>Buoyancy aids available on all boats.</li> <li>Main children's entertainment area will be in Aquadrome and away from canal or lake side.</li> <li>Boat Tug of War location allows people to watch from a wider range of viewpoints (especially the new footbridge near the location), thus reducing overcrowding on the towpath at the Iron Bridge.</li> <li>Iron Bridge will be particularly supervised and marked, especially during the Tug of War.</li> <li>Beer tent and main entertainment is away from the water and situated in the Aquadrome.</li> <li>St John will provide first aid cover for the whole event.</li> <li>Festival safety leaflet to be given to all traders and boaters.</li> <li>See Risk 19 below for special assessment for locks.</li> </ul>	Risk Acceptable	Supervise Iron Bridge
3.	Crush due to Overcrowding	Poor crowd control, unbalanced location of attractions.  Especial risk on the towpath during boat Tug of War.	Injury to member of public or staff	<ul style="list-style-type: none"> <li>Key festival staff (&gt;20) will have Radios to ensure they have the ability to be informed if overcrowding occurs to allow crowd control.</li> <li>St John will provide first aid cover for the whole event.</li> <li>A pedestrian crush barrier is to be provided to the front of the stage to prevent members of the public leaning onto the stage area in the Aquadrome.</li> <li>Police support may be required to help with any conflicts.</li> <li>The increasing popularity of the tug of war requires foot traffic control on the Iron Bridge, used as a vantage point for spectators of this popular event. Traffic control to be exercised with volunteers, each with radio operating a one-way-at-a-time system on the bridge.</li> </ul>	Risk Acceptable	Staff must be briefed on risk, especially at pinch points (e.g. Iron Bridge). Firm control will be required by Festival Director, backed up by tact at scene to ease possible conflicts.

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
4.	Fire	Source of ignition in contact with flammable materials	Injury to member of public or staff	<ul style="list-style-type: none"> <li>• Festival safety leaflet to be given to all traders and boaters advising on safe practices and requirements (especially for using fuel for generators).</li> <li>• Fire safety instructions have been prepared and communicated to Festival staff.</li> <li>• Fire extinguishers to be located as required by fire risk assessment. In particular:               <ul style="list-style-type: none"> <li>• All caterers will have their own.</li> <li>• Stage area and Environment Fair.</li> <li>• Canal Centre and C&amp;RT Workshop at Batchworth.</li> <li>• All boats have fire extinguishers as required by the conditions of their boat licence.</li> </ul> </li> <li>• Majority of event is in open air, so the fire risk limited. The Bar tent is a special case, but no LPG is present, smoking is not permitted and the Fire Risk Review covers the fire fighting requirements specifically.</li> <li>• Key festival staff (&gt;20) will have Radios to allow rapid reporting of any fire.</li> <li>• Rickmansworth Fire Station is less than 2 miles from site.</li> <li>• There is close road access to all site areas which have marquees.</li> <li>• Access to the Towpath for the Fire Brigade to reach a boat fire is available at Batchworth Bridge, Frogmore Bridge and Stockers Bridge.</li> <li>• Additional marshals and security are on site for the Friday and Saturday evening events.</li> <li>• LPG used by caterers present a special hazard – few do so. Catering staff are required to be competent in the use of their gas-fired equipment, and to limit the quantities they have on site to cover the period of the Festival, without the extra hazard of having to bring new supplies on site during it. Gas supplies are kept away from public access, usually in caterers' own vehicles.</li> </ul>	Risk Acceptable	Brief and Supervise marshals



No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
5.	Vehicles moving in pedestrian areas.	Vehicles moving on site	Injury to member of public or staff	<ul style="list-style-type: none"> <li>Visitor cars on site are discouraged. Parking in the Aquadrome is not advertised, and is limited to participants (who are issued with permits) and registered disabled. Public parking at Stockers Farm is advertised, with a pedestrian access to the Festival across Stocker's Lock Bridge, and is also available in the town centre. Public transport is advertised.</li> <li>Car parking is to be away from the main public festival areas and area (both in Aquadrome and at Stockers Farm) and will be controlled by Car Park Marshals.</li> <li>All casual vehicle movement on the main Festival site is prohibited while the Festival is open to the public.</li> <li>Any vehicle movement required in an emergency or for other good reason will be under the direction of Festival staff and escorted.</li> <li>Cyclists entering the Festival area will be asked to dismount by Festival Volunteers – signs on towpath entrances to festival.</li> <li>A pedestrian footpath beside the Aquadrome access road allows safe movement from Aquadrome to towpath.</li> </ul>	Risk Tolerable	Provide warning signs for cyclists
6.	Vehicles moving near pedestrians in vehicle areas	Pedestrians on public roads.	Injury to public	<ul style="list-style-type: none"> <li>The main area of concern is at Batchworth, where some of those attending have to cross the road to enter the Festival rather than walk down steep steps.</li> <li>The road is dual-carriageway, and is provided with a pedestrian crossing.</li> <li>Foot traffic crossing the road is visible from both directions.</li> <li>The need to use the crossing is advertised.</li> <li>People do not arrive at the crossing in large numbers.</li> <li>Due to extra traffic in the area due to the Festival, traffic speeds are much reduced from those observed outside the Festival weekend.</li> </ul>	Risk Tolerable	Supervise crossing as far as possible, by posting a supervisor at the top of the steps nearby to direct pedestrians.
7.	Unsafe temporary structures (gazebos)	Ad-hoc arrangements by exhibitors.	Injury to member of public or staff	<ul style="list-style-type: none"> <li>Those responsible for merchandising stalls are required to comply with site "rules" explained to them in their admission documentation.</li> <li>Ad-hoc checks on standards of erection by site staff.</li> </ul>	Risk Acceptable	None
8.	Animal bio-hazards	Contact with animals at Childrens' Farm	Illness of public	<ul style="list-style-type: none"> <li>Operator of Farm required to be fully licensed and compliant with appropriate regulation for the operation.</li> <li>People handling animals are required to use the supplied hand disinfectant after their visit.</li> </ul>	Risk Tolerable	None
9.	Noise	Loud music	Deafness in audience and musicians. Annoyance to neighbours	<ul style="list-style-type: none"> <li>The loudness of the music is governed by the terms of the TEN and premises licence.</li> <li>Noise levels are monitored by DJC Sound Systems, the PA contractor.</li> </ul>	Risk Tolerable	None

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
10.	Trip hazard in buildings used ad-hoc for Festival	Obstructions and litter left in buildings (notably at Batchworth) during their normal use, not cleared in readiness.	Injury - to both those used to the building and those unfamiliar with it.	<p>This applies in particular to the workshop/store at Batchworth, which is routinely used for this purpose but which is used for the Festival in support of musical performance.</p> <ul style="list-style-type: none"> <li>In any event, it should be assumed that the building will be used to support performers over the weekend, and it should be tidied and cleared to allow the stage equipment to be stored.</li> <li>Check with those booked to appear at Batchworth if they have particular requirements, e.g. for changing clothes or for storing equipment. Consider whether the building is or can be made suitable for that requirement.</li> <li>Once an assessment has been made and the requested use agreed the necessary further arrangements must be made, and inspected by both the Batchworth entertainer coordinator and the Batchworth overseer before the first performance on Saturday.</li> <li>Before performers are given access they must be briefed on the arrangements made and any residual hazards.</li> </ul>	Risk acceptable	Continue to monitor the state of the space during the Festival, and take any remedial action required to keep it fit for this temporary purpose.
11.	Congestion during evacuation of site	1. Major incident 2. Failure of lighting after dark	Injury to member of public or staff	<ul style="list-style-type: none"> <li>Festival control point situated in the Aquadrome in VHF radio contact with all key staff.</li> <li>Evacuation plan prepared and communicated to festival staff. Any incident can be rapidly reported to all key staff thus allowing appropriate action to be taken.</li> <li>Facility to cut power to music so that emergency PA announcements can be made.</li> <li>Staff to have hand-held torches after dark.</li> <li>PA system (with battery backup) available to communicate instructions to the public.</li> <li>Site has several evacuation points. Batchworth – 2 exits to main road, one on either side of canal, one exit to Chess basin and one to northern canal Towpath; Towpath – several exits into Aquadrome, into Glade and onto main road; Glade – exits to main road and the towpath; Aquadrome – exits to car park, towpath and several routes further into the Aquadrome. Evacuation points detailed on site map. Two exits from entertainment area.</li> <li>Police have been informed of Festival and will be present on site.</li> <li>Eight SIA Security staff available for the Saturday evening</li> </ul>	Risk low-Acceptable	Staff must be briefed on risk, and on evacuation procedures. Firm control will be required, along with early decision to evacuate if power is lost at dusk or after dark.
12.	Food Poisoning	Food cooked & on sale on site	Illness to member of public or staff	<ul style="list-style-type: none"> <li>All caterers provide appropriate certification with their booking.</li> <li>Designated person responsible for traders.</li> <li>Potable mains water is provided on site, so no caterer needs to bring their own.</li> </ul>	Risk low-Acceptable	None

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
13.	Medical emergency	Pre-existing condition	Illness to member of public or staff	<ul style="list-style-type: none"> <li>Provision of strong cover from SJAB.</li> <li>Rapid deployment of First Aid party.</li> <li>Preparations for emergency vehicle support</li> </ul>	Risk tolerable	Awareness of this risk, and readiness to respond.
14.	Electricity on site	Mains electricity supply in all areas.	1. Electrocutation from faulty or incorrectly used equipment. 2. Trip hazard from cabling	<ul style="list-style-type: none"> <li>Electrical installation and equipment supervised and directed by qualified named contracted individual</li> <li>Cables to be routed out of public accessibility and cable ramps used to cross walkways.</li> <li>Festival safety leaflet to be given to all traders and boaters.</li> <li>ELCBs fitted to all supplies</li> <li>All electrical equipment PAT tested, and assurance received that it is so.</li> </ul>	Risk moderate - tolerable	None
15.	Unsafe children's rides	Unsafe equipment	Injury to member of public	<ul style="list-style-type: none"> <li>Appropriate safety certification to be available from provider of ride and supplied to District Council.</li> <li>Fairground operator licensed and known to Festival Organiser and District Council.</li> </ul>	Risk low – tolerable	Supervise rides. Close liaison with fairground operator
16.	Poor conditions of ground or environment	Adverse weather	Health risk to staff and public	<ul style="list-style-type: none"> <li>Helpers and volunteers to be advised to have appropriate clothing, in case of inclement weather.</li> <li>Event plan can be modified in event of severe adverse weather</li> <li>Extra ground preparation work (inc laying of Trackway) to be carried out by contractors at key points to avoid vehicles bogging down.</li> <li>A new roadway has been laid to improve access to "picnic area" of Aquadrome.</li> </ul>	Risk moderate - tolerable	Track weather forecast and be ready to respond
17.	Manual Handling	Incorrect or careless handling, largely but not only by inexperienced volunteers.	Moderate injury to festival or contractor staff or volunteers.	<ul style="list-style-type: none"> <li>Correct methods used, as advised by the General Safety instructions leaflet.</li> <li>Volunteers and inexperienced staff briefed and supervised locally.</li> </ul>	Risk low – acceptable	Issue simple instructions and require proper supervision.
18.	Damage to fibre Optic cables on site	Mooring spike or post driven into ground	Damage to property	<ul style="list-style-type: none"> <li>Positions of cables marked.</li> <li>No festival work will require placing stakes into ground near sites of cables.</li> <li>Festival safety leaflet to be given to all traders and boaters.</li> </ul>	Risk low - Acceptable	None

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
19.	Water at Batchworth (Canal and River Chess)	<p>Falling into locks - Unprotected access to Chess and Batchworth locks</p> <p>Falling into river Chess beside Canal Centre.</p>	<ol style="list-style-type: none"> <li>1. Drowning</li> <li>2. Disease</li> <li>3. Injury</li> </ol>	<ul style="list-style-type: none"> <li>• Safety lines to be rigged across Chess Lock at water level, to act as grab lines (this is usually not done when a boat occupies the surface of the lock).</li> <li>• Batchworth Lock will be operated and supervised by dedicated volunteers.</li> <li>• Access will not be encouraged (but cannot be physically prevented) across the canal at Batchworth Lock. Handrails now fitted on both sides of bottom gate walkways greatly mitigate the risks. Warning notices to be fitted to all lock gates and balance beams. Warning and demarcation lines will be painted to show the areas of hazard from which the public will be excluded as far as possible.</li> <li>• 'No access' across Chess Lock gates, with warning notices. Some visitors will cross nonetheless: supervising staff to be briefed to watch this particularly closely, and to discourage without confrontation.</li> <li>• Life rings to be available on both lock tops, beside river by canal centre.</li> <li>• Area between locks to be observed continuously.</li> <li>• Garden area beside river next to Canal Centre has limited access (one gateway) with robust fencing. No attractions are there. The "volunteers' facility" will, however, be provided in a gazebo behind the Canal Centre, which will increase further the supervision of the area. A life ring is provided in this area.</li> </ul>	Risk moderate - Tolerable	<p>Rig safety lines (if required) and provide life rings.</p> <p>Set up warning notices as per mitigation statement.</p> <p>Paint hazard warning lines.</p>

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
20.	Water or injury to participants of the Boat Tug of War	Falling into water Impact with boat	<ol style="list-style-type: none"> <li>1. Drowning</li> <li>2. Disease</li> <li>3. Injury</li> </ol>	<ul style="list-style-type: none"> <li>• Safety boat patrol while the Tug of War is on.</li> <li>• Tow rope specification is for commercial towing and is supplied by Wood Hall &amp; Heward.</li> <li>• As well as 2 Tug masters who are controlling the proceedings there is a Boat Marshal, to effect a safe and efficient handover and setup of the towing rope boat to boat.</li> <li>• The Tugmaster will instruct boat crews on the rules of the competition and safety requirements, and has the authority to stop the competition by the sound of a horn.</li> <li>• Key festival staff (&gt;20) will have Radios to ensure they have the ability to be informed if overcrowding occurs to allow crowd control and also to contact Festival Control in an emergency.</li> <li>• As the size of this activity has increased over the years it has become clear that some boat operators and crews have become over-confident in their execution of it, resulting in the exposure of crew members to hazard and an increased risk. A special instruction has been prepared to remind them of their responsibility for the safe conduct of their vessel and its crew during the event.</li> </ul>	Risk moderate - Tolerable	None

No.	Hazard	Cause	Consequence	Mitigation	Assessment	Action required
21.	Weather-related incidents	Wind acting on temporary structures or the risk of lightning in summer.	Injury to member of public or staff	<ul style="list-style-type: none"> <li>• Key festival staff (&gt;20) will have Radios to ensure they have the ability to be informed if an extreme weather event occurs to enable crowd control.</li> <li>• St John will provide first aid cover for the whole event.</li> <li>• Evacuation plan prepared and communicated to festival staff. Any weather incident can be rapidly reported to all key staff thus allowing appropriate action to be taken.</li> <li>• Facility to cut power to music so that emergency PA announcements can be made.</li> <li>• Staff to have hand-held torches after dark.</li> <li>• PA system (with battery backup) available to communicate instructions to the public.</li> <li>• Site has several evacuation points. Batchworth – 2 exits to main road, one on either side of canal, one exit to Chess basin and one to northern canal Towpath; Towpath – several exits into Aquadrome, into Glade and onto main road; Glade – exits to main road and the towpath; Aquadrome – exits to car park, towpath and several routes further into the Aquadrome. Evacuation points detailed on site map. Two exits from entertainment area.</li> <li>• Note will be made of the advanced weather forecast for the event and appropriate action taken.</li> <li>• In the event of extreme weather the event can be cancelled in advance.</li> </ul>	Risk moderate - Tolerable	Staff confirm they have their torches and radios on the day.
22.	The effects of alcohol on individuals	Excessive alcohol consumption	Injury to member of public or staff	<ul style="list-style-type: none"> <li>• Beer tent franchise holder is a long standing licensee and will stop serving to individuals if required.</li> <li>• Beer tent and main entertainment is away from the water and situated in the Aquadrome.</li> <li>• Provision of strong cover from SJAB.</li> <li>• Rapid deployment of First Aid party.</li> <li>• Preparations for emergency vehicle support</li> <li>• Police have been informed of Festival and will be present on site.</li> <li>• Eight SIA Security staff available for the Saturday evening</li> </ul>	Risk moderate - Tolerable	None

## **Appendix B – Emergency Response Plan**

### **EMERGENCY SITUATIONS**

1. In all situations as soon as the immediate actions required by the incident (e.g. actions to be carried out in the event of fire or injury) have been completed, the Senior Festival Team member on duty should be informed via radio or via mobile phone, or through Festival Control.
2. The site wide response will be co-ordinated by the Senior Festival Team member from Festival Control, which will act as the emergency control centre. When Festival Control is not manned in the evening, the PA control point, which will have emergency PA capability, will act as emergency control centre.
3. The rota of names of the Senior Team members on duty are displayed in Festival Control and contact mobile telephone numbers are available if the radio system is not operational for any reason.
4. It is important that all team members wear a high visibility yellow jacket when on duty to allow their easy identification to members of the public and to any emergency services. Torches are to be carried by team members after dark.

### **FIRE**

Follow the actions detailed in the specific instructions for fire. The Senior Festival Team member on duty will decide if evacuation of all or part of the site is required and decide whether to initiate the Show Stop procedure for the main stage.

### **PERSON IN THE WATER**

If the person cannot be recovered from the water quickly the incident should be reported to Festival Control and the appropriate emergency services called. The incident should also be reported via site radio to all supervisors controlling water related activities and the Batchworth Manager. The canal should be temporarily closed to all boat movements until the incident has been dealt with.

### **DISTURBANCE**

Do not attempt to tackle or get involved in the incident yourself. Clear the surrounding area of bystanders and then notify the Senior Festival Team member who will then arrange for the police to be called and decide whether to initiate the Show Stop procedure for the main stage.

### **EVACUATION**

If an incident requires all or part of the site to be evacuated then this should be the decision and under the direction of the Senior Festival Team member on duty. If it is needed to evacuate then the appropriate emergency services may be called by the Senior Team member on duty and they would be expected to take responsibility once they arrive. Otherwise any evacuation would be managed by Festival team members.

1. Inform all team members by radio of the incident and the need to evacuate a particular area or the whole site.
2. The team members should then proceed to that area to assist with direction of members of the public to appropriate exits. Team members already in a particular location can start the process. Exit points are detailed on the site maps and routes out of particular areas are given below.
3. Animals forming part of an exhibit will be left safely inside their enclosures in the open air display areas and will be dealt with when emergency services have control of any incident. This is to avoid any interference in the initial evacuation of the public.

**Aquadrome** – Via the main exit and paths towards the North part of the Aquadrome or into the Aquadrome car park; via gates to the road entrance by Festival Control and towards Frogmore Bridge; via the road towards BLYM. All these exits can take large numbers and any individual exit could be used as an exit route if required.

**Towpath** – Via the towpath towards Frogmore bridge and out towards the Aquadrome or towards Harefield Road; via the towpath towards the iron bridge and into the Aquadrome and the paths around Bury Lake; via the towpath towards Batchworth Bridge and exit up the ramp path to London Road.

**Batchworth** – Via the towpath under the bridge and up ramp path to London Road; via the towpath alongside the River Chess towards Ebury Way and exit past Travis Perkins to London Road; via the steps to London Road; via the towpath towards Lot Mead; over the lock gates to the BW premises, then up ramp to London Road. From the Education Centre, up ramp to London Road, or over lock gates then along towpath as above. Crossing the lock gates presents hazards of its own, however, and will not be possible for some.



## Appendix B1 – Show Stop procedure

Effective response to an emergency may require a rapid and controlled halt to a performance in the main entertainment area to prevent further risk to the audience, to initiate an evacuation, or to avoid causing panic by inappropriate actions or announcements.

“Show stop” involves:

- identifying the key people involved, in particular who can initiate a show-stop procedure, who will communicate with the performer or participants, and who will communicate with the audience
- deciding how these key people will initiate a show-stop procedure
- having a pre-agreed text for public announcements (consider your lines of communication, e.g. radios, PA systems)
- briefing the management of performers or participants in advance about the show-stop procedure

This should be documented to ensure good communication between key agencies and adherence to the agreed plan.

### **After the incident:**

- Once the incident has been dealt with and the risk has been reduced to a tolerable level, we will consider restarting the performance.
- This will only be done after consultation with the emergency services.

### Rickmansworth Festival Show Stop

Key People – Festival Director, Entertainments Manager, Main Stage Announcer

Any may initiate Show Stop if a developing incident appears to require it, or if recommended by the Emergency Services. All will have radio communication available to Festival Control.

Initiation – if there is time, the set in progress will be allowed to end, and an announcement (see script, which will be held at the PA control point) will then be made.

If a time-pressed emergency arises, the performers’ amplification will be isolated, and the announcement made *as soon as there is silence*. Note that any delay will increase the risk of panic and uncertainty.

### Controlled Stop

A controlled stop is implemented when you have time to respond to a developing situation and can halt the performance at a suitable break in the entertainment. A suggested announcement is as follows: -

**"Ladies and Gentlemen, unfortunately we have an incident so we have to pause our entertainment for a short time so we can respond appropriately. Please stand by for further announcements and we thank you for your patience."**

### Uncontrolled Stop

An uncontrolled stop is implemented when there is an urgent need to make a public address announcement in the middle of a set in order to respond to an emergency situation. The performance must be halted immediately. A suggested announcement is as follows: -

**"Ladies and Gentlemen, sorry to interrupt your entertainment but we have an incident and need to halt our entertainment. Please stand by for further announcements."**

This may be combined or be very shortly followed by a requirement to evacuate the area.

**"Ladies and Gentlemen, please evacuate this area by moving calmly to your nearest available exit either to the left of the stage towards the car park or to the rear of the entertainment area into the main Aquadrome."**

## **Appendix C – Waterspace Safety Guidance**

### **Hazards on the Towpath**

**These are the hazards generally found on the towpath, and this is the advice we send out to all boaters and exhibitors that attend the festival, as well as to volunteers involved in the running of the event.**

- Keep mooring lines close to Armco piling, avoiding any intrusion into thoroughfare.
- Do not run generators on the towpath.
- Do not place anything on the towpath that may cause an obstruction.
- Do not run on the towpath.
- When cycling please dismount on the towpath past the Festival.
- All dogs to be kept on a lead within the Festival area and Festival Volunteers will remind dog owners to comply with this request, dog fouling regulations apply.
- Do not light BBQs on the towpath.
- Be aware of the potential danger of deep water and moored boats, particularly where small children are involved.
- If you fall into the canal do not swim towards a manoeuvring boat, as there is a risk of being sucked under and sustaining injury from a propeller. If no one is there to rescue you, try to get to the bankside where the water is less deep.
- You are reminded that Canal and River Trust Regulations require that the navigation be kept clear at all times.
- Please be aware of the small risk of Weil's disease when engaged in activities on the canal and take appropriate hygiene precautions.
  - Avoid full immersion in water
  - Cover all cuts and abrasions with waterproof dressing before contact with water.
  - Wash all exposed skin in contact with water before eating.
  - Do not put wet ropes, fishing lines or other objects in your mouth.
  - Should any illness occur within two weeks of contact, you should see your doctor and inform them that you have been in contact with untreated water.
- Please refer to the booking conditions on the back of your Mooring application form which can be obtained from [rwt.org.uk](http://rwt.org.uk).

### **Communications in an Emergency**

The importance to respond quickly in an emergency is widely recognised. Our 3 assistant harbour masters are well equipped with radio communications to contact Festival Control and the Waterspace Manager to report any incident that may happen. Each assistant harbour master takes responsibility for one section of the moorings, and if an incident occurs they will pool their resources by working together. Any member of the public, visitors, boaters or volunteers witnessing anything that is a danger or detrimental to other Festival goers should report it immediately to one of the Festival team.

## **TUG OF WAR EVENT**

The format of the event has two boats, connected stern to stern with a tow rope, competing for the strongest pull, with the winner going forward to quarter final/semi-final/final rounds. The risks in this event have been assessed and the safety guidance below put in place. All contestants are required to register for the event, and to read and acknowledge both the mandatory and advisory requirements: a signature by the captain to that effect will be required. The tow rope used will be sourced from a commercial tug operator with a breaking strain far in excess of our requirements. Boats are prohibited from using their own rope.

### **Conditions of entry**

Participants enter at their own risk, and the boat captain is responsible for the safe handling of the boat and for the safety of their crew. By entering the event you are agreeing to comply with the conditions stated here. We will provide a safe an environment as possible to carry out the Tug of War but the key liability lies with the individual participants. Your boat's fitness to take part is wholly the responsibility of the captain, and entrants are advised to check with their insurer that they are covered for third party risks whilst towing.

All boat captains are responsible for the safety of themselves, their passengers, and their boat, and for following the instructions of the controllers. It is paramount that captains stay alert and able to safely control their boat, and to follow instructions in case of any emergency. Any crew suspected of compromising safety for any reason, will be disqualified immediately, and banned from future events.

### **Waterspace Tug of War Control**

- Is staged on the upper deck of a working boat giving the two controllers an uninterrupted aerial view of the proceedings.
- A dedicated safety marshal working alongside the controllers will be on constant lookout for any safety concerns.
- A safety boat will be in attendance during the competition. Crewed by at least two people, it will carry throw lines and life rings with lines.
- The crew of the safety boat will be wearing life jackets.

### **Mandatory requirements:**

- Only the steerer and one rope handler may be on the counter or stern deck during pull.
- All craft must have a designated lookout to monitor instructions from controllers and safety marshal on the Control Boat.
- No persons to stand on the gunnels during the pull.
- All passengers on the roof (see advisory warning below) must be seated during the pull.
- Instructions from Control Boat: GREEN FLAG WAVED starts the pull, RED FLAG IS FOR AN IMMEDIATE STOP BY ALL CRAFT
- All instructions from Waterspace Tug of war Control must be complied with immediately.

### **Advisory requirements:**

- Life Jackets or Flotation Vests should be worn by steerer and rope handler.
- Passengers are advised not to sit on the roof of a boat during the tug of war.
- Transferring persons between boats off their mooring and in the pool is unwise and should be avoided.

*(For reference we count the pool area as a line drawn across the canal from the end of mooring 7 and the start of mooring 8. If unclear, please ask a team member for clarification)*

## Appendix D – Fire Safety

### 1. Fire Prevention

A fire requires fuel, oxygen and a source of ignition. Fires can be prevented by controlling fire hazards and by identifying and eliminating sources of ignition.

Ensure combustible waste materials are removed to the skips at regular intervals and that there is no unnecessary accumulation of combustible waste, packaging or other materials.

Flammable liquids must be stored away from potential sources of ignition. It is the responsibility of all exhibitors and festival staff to ensure that quantities of flammable liquids are stored safely and this has been communicated to them in the Festival Safety Leaflet.

Electrical equipment (Power and PA) is the responsibility of the professional contractors, ELP and DJC. Unauthorised staff must not tamper with electrical equipment, and visitors must be prevented from doing so.

Exhibitors' electrical equipment must have up to date test certificates and be in safe working order.

### 2. Means of Escape

All escape routes must be kept safe and clear of obstruction at all times. Festival staff walking around the site must look out for this, and address it should it occur - especially at Batchworth.

### 3. Discovering a Fire

If a fire is discovered it is the responsibility of all team members to ensure that the alarm is raised.

- i) Shout 'FIRE'.
- ii) Contact the Festival Control via radio to describe the nature of the incident and location and get them to call the fire brigade to the site.
- iii) Festival Control should then inform the senior team member in charge on the duty rota and they will make further decision on the action required. All team members on radio should be informed of the incident.
- iv) Music should be stopped using the Show Stop procedure so that a general announcement can be made over the general PA to inform the public of any action required of them.
- v) Follow Festival Emergency Evacuation procedures if required.

### 4. Fighting Fires

It is estimated that it would take about 5 minutes for Fire Brigade appliances to arrive on site. Fire extinguishers, whose purpose is to allow safe escape while fire-fighting effort is gathered, are available in the marquees and at selected sites around the Festival area. Most extinguishers on the site are Carbon Dioxide and Foam Extinguishers and the stand positions are clearly identifiable. Caterers are required to have their own fire extinguishers. At Batchworth most of the extinguishers are powder.

**Carbon Dioxide** extinguishers are suitable for most fires likely at the Festival. They must be used for solvent and electrical fires and can be used for small fires involving paper e.g. in rubbish bins. Care must be taken not to spread the fire due to the force of the expelled gas.

**Foam and Powder** extinguishers are essential for fires involving fuel or cooking oil and can also be used for small fires involving paper.

**Clothing** – If a person's clothing is alight, get the person to lie down and roll on the ground to extinguish the flames (using a blanket to help smother if possible), then call for appropriate first aid.

The fire extinguishers on the Aquadrome site are selected and positioned by an expert provider after consideration of the risks. The locations therefore represent the outcome of a fire risk assessment, and must not be changed without approval from the Festival Director.

## **YOU MUST ONLY FIGHT A FIRE IF IT IS SAFE TO DO SO**

This means, "only if the fire is small and not likely to get out of control due to the proximity of inflammable materials."

- Do not stay alone.
- Ensure a safe exit route is available.
- Use one extinguisher only.

**IF IN DOUBT, GET OUT! THE SAFETY OF PEOPLE IS VITAL AND HAS  
ABSOLUTE PRIORITY OVER PROPERTY IN ALL SITUATIONS**

## Appendix E - General Safety Instructions

### General Instructions

The major hazards in the Festival are the number of people and the canal and lakes near which much of the event takes place. In addition the work we do over the weekend generates additional but ordinary hazards which we need to be aware of and take appropriate precautions to mitigate. We should all be clear on the procedures to follow when faced with any eventuality that may occur over the weekend to ensure the safety of ourselves and our visitors. These general precautions are shown below. The specific procedures for dealing with an emergency, fire or injury are detailed in separate instructions which you must familiarise yourself with.

### Crowd Control

It is important to communicate with people properly, especially when in a large group. Our PA system provides the means to do this, but more local needs may arise especially to reduce overcrowding, for example on the Tow Path or in front of the stage, or to evacuate an area because of an incident. If you become concerned at the density of the crowd in any particular area, report it to Festival Control so that appropriate action can be taken.

### Water

The main requirement is to avoid people falling into the water. The Towpath must be kept clear of obstructions. The Waterspace team will ensure all boats are properly moored. The greatest hazard is at Batchworth, where the locks are supervised and particular care is taken at the trip boat embarkation point. However, wherever there is water there is hazard.

### Manual Handling & Ergonomics

There is obviously a need for materials to be moved over the weekend, and this will require some form of manual handling. You should not lift anything that is beyond your capacity or put your health at risk by over exertion.

The majority of manual handling tasks do not pose a risk of injury, provided that certain principles are followed.

- Examine the object, for sharp edges, uneven weight and stability.
- Check the weight. If it is not marked on the object, gently commence a lift to get an indication. As a rule, think twice if it's over 20kg for men, 15 kg for women: it could still be a problem if it's less than that.
- Plan the job. Clear the route and the destination.
- Use mechanical aids - trolleys, wheel barrows, sack barrows etc - if practicable. Mechanical handling (cranes, hoists) is a larger issue, and will be done by those with more experience.
- Get help if required. It often will be.
- Follow good lifting techniques: feet either side, bent knees and straight back, test load and grip with head up, lift with the legs and load close held, put it down with care.
- Wear safety footwear (with protected toes) if possible. If not, be extra cautious.

**X Do not** attempt to lift or carry anything that is too heavy.

**X Do not** twist or turn when lifting.

**X Do not** handle any load above shoulder height. Always use a step-ladder, step-stool or mechanical device where provided.

**X Do not** carry anything that impairs your vision, such that you cannot see the route ahead clearly.

**X Do not** overstrain yourself.

If you feel that any manual handling operation is causing you discomfort or injury, then cease the work immediately.

## Electricity

**NB** All electrical work on site is the sole responsibility of the Site Services team. No other team member must carry out electrical work. To minimise risk:

- Check all electrical connections prior to use.
- If portable hand held equipment is used, use low voltages where possible.
- If available, use a socket with a Residual Current Safety Device (RCD) fitted. However, this will not afford total protection.
- Take extra care if flammable liquids are in use in conjunction with electrical apparatus.
- Keep electrical connections clean and dry.
- Route trailing cables safely and cover them if they go across the ground.
- Where electricity use is in close approximation to water, further advice must be sought from the site electricians.

## Fire Hazards

For a fire to start, fuel, air and a source of ignition are required. Two of these, fuel and sources of ignition, can be controlled by our working practices.

- Prevent the accumulation of flammable waste (paper, boxes, etc.), especially overnight.
- Minimise the amount of flammable liquid in use. Keep the containers capped.
- Store flammable materials away from any heating equipment and other sources of ignition.
- Have the right fire extinguishers in the right place.

**X Do not** obstruct exit routes.

**X Do not** store flammable materials in exit routes.

**X Do not** obstruct fire fighting equipment.

## Obstructions and Trip Hazards

All work areas and public areas must be kept clear of obstructions and trip hazards. All Traders and Boaters have been reminded of this in the safety leaflet distributed to them in advance of the Festival. However if you see anything that could potentially cause a hazard report it to Festival Control or take appropriate action yourself if you feel comfortable doing so.

In any case the Festival mainly takes place on well maintained grass and paved areas, so the main hazard is likely to have been introduced by a participant. Signs informing the public will be placed near areas of any particular hazard.

## **Appendix F – Injury**

### **ACTIONS TO BE TAKEN FOLLOWING AN INJURY**

Where an accident has resulted in injury, caring for the injured person is initiated by those first on the scene. The process to follow is:

#### **1. Identify the cause of the accident/injury and make sure the situation is safe**

This is important to ensure that any action you take in caring for the injured person does not also put you in danger.

#### **2. Prevention of further injury**

When an accident has occurred, it is important that those involved or in the area should stay as calm as possible and respond in such a way as to prevent additional injury or further persons being injured.

Examples might be:

- Ensuring electricity supplies are switched off if electric shock is suspected.
- Apply running cold water to any burns
- Apply compression to and elevate any major wounds
- Warning others to stay out of the area.

The specific action will depend on the situation.

#### **3. Care of the injured person during Festival open hours**

When the area is safe and the risk of further injury minimised, the next priority is the care of the injured person.

Whilst the Festival Site is open a radio call should be made so that Festival Team Control can inform the St John first-aid staff on site and direct them to the injured person. St John Ambulance will determine what action to take and whether additional support is required.

It is important that the person making the report stays with the casualty so that St John can be confident that they are dealing with the reported incident.

Once the immediate actions have been taken tell the Senior Festival Team member on duty as to the nature of the incident.

#### **4. Care of the injured person during Festival set up and take-down**

During the set up and take-down periods St John will **not** be in attendance. The Festival Control Portakabin or the Lock Centre will have a first aid kit that can be used for minor injuries. For any more serious injuries an ambulance should be called via mobile phone. One person should be sent to the site entrance so that the ambulance can be directed to the location of the casualty as quickly as possible.

If it is necessary for the individual to be taken to hospital or other medical centre for observation, check-up or treatment, it is recommended that someone familiar with the incident accompany them if possible. The accompanying person will usually stay with the individual as required by the hospital in case of the need to answer any questions about the circumstances of the accident that may assist their diagnosis.

Once the immediate actions have been taken inform the Senior Festival Team member on site as to the nature of the incident.

#### **5. Reporting Injury**

Accidents, and the action taken, should be written down for RWT records, investigated if necessary and procedures put in place to reduce likelihood of recurrence.