

Fire Safety Risk Assessment

This form is to be completed by the event organisers where there are temporary structures at the event, e.g. marquees, stands, etc.

Name of event:

Location:

Date of event:

No of days:

Temporary structure: (m²) Floor area:

Utilities at the event: Electricity (Mains) Electricity (Generator) Gas LPG (Bottle gas) Water

Nearest Fire Station:

Communications:

i.e. Public address system, mobile / public phone, etc

STEP 1: FIRE HAZARDS

Source of ignition

EXAMPLES

- Smokers, i.e. cigarettes, matches / lighters.
- Naked flames, i.e. candles or gas open-flame equipment including barbecues.
- Electrical, gas or oil-fired heaters.
- Cooking equipment.
- Lighting equipment such as halogen lamps or display lighting.
- Deliberate fire raising (i.e. arson).
- Faulty or misused electrical equipment.
- Open camp fires.
- Pyrotechnics, fireworks and special effects.

Source of fuel

EXAMPLES

- Textiles, soft furnishings and clothing.
- Flammable liquids /solvents, e.g. Methylated spirit, cooking oils, etc.
- Flammable chemicals, e.g. some cleaners.
- Seasonal or religious occasion decorations.
- Packaging materials, stationery and advertising material.
- Plastics and rubber materials.
- Waste materials.
- Flammable gases e.g. LPG, aerosols, etc.
- Dry vegetation

Source of oxygen

EXAMPLES

- Air (main source of oxygen for a fire).
- Some chemicals (oxidising materials), which can provide a fire with additional oxygen and so assist it to burn.
- Oxygen supplies from cylinder storage.

Please note that the above list of examples is not exhaustive and there may be other fire hazards present.

STEP 2: PERSONS AT RISK

Use of temporary structure:

Occupancy level:
(Approximation)

Organisers, Stewards,
bar staff, stallholders,
entertainment, etc.

Public / delegates
attending the event

Note: The occupation levels should be calculated using the guidance found on page 4 (bottom).

	Organisers, Stewards, bar staff, stallholders, entertainment, etc.	Public / delegates attending the event
Day	<input type="text"/>	<input type="text"/>
Evening	<input type="text"/>	<input type="text"/>
Night	<input type="text"/>	<input type="text"/>

Disabled access YES NO

Disabled access YES NO

Disabled access YES NO

Additional information:

*e.g. age range, behaviour profile,
mobility, seated, standing, dance area,
etc.*

STEP 3: EVALUATE THE RISK OF FIRE SAFETY MEASURES

GENERAL

- Will the temporary structure be covered in fabric (e.g. marquees) or contain drapes, curtains, etc? YES NO *If YES, they should be either flame retardant or rendered in a flame retardant coating and maintained in that condition.*
- Will temporary heaters be used? YES NO *If YES, no heaters with naked flames should be used when public are present. They should be under constant supervision and turned off when not in use.*
- Will the event involve performers? YES NO *If YES, and they intend to use flammable liquids /materials, naked flames, it must be noted that this is prohibited without obtaining approval from the fire authority.*

PROVISION AND PROTECTION OF ESCAPE ROUTES

- Does the temporary structure have only one exit? YES NO *It should be a minimum of 1.1m wide. Please note that the access route to the exit should also be the same width.*
- If YES, is the travel distance less than 6.5m to an exit? YES NO *If NO, additional exits are required. Where there are two or more exits, the maximum travel distance to any exit should not be more than 24 m. Please note the maximum travel distance in an air supported structure is 9m.*
- Will the temporary structure hold more than 50 persons? YES NO *If YES, it requires more than one exit. If it holds between 240 - 320 persons, the exit width should be 1.65m. If the numbers of persons is above this figure the exits need to be 2.2m wide.*
- Is there direct access to the exits? YES NO *If NO, the layout requires changing as exit routes must be kept clear of obstructions, e.g. seating, displays, etc.*
- Is there seating / tables? YES NO *If YES, see occupation level guidance.*
- Are ramps to be used? YES NO *If YES, they should have a non-slip surface and handholds where the gradient is in excess of 1 in 8.*
- Does the structure have exit doors? YES NO *If YES, they should open outwards and be immediately and easily opened from the inside, i.e. not locked.*
- Does the structure have exit wall flaps? YES NO *If YES, they should be boldly indicated at the edge and be immediately and easily opened from the inside. Wall exits flaps are not recommended where there are over 60 persons*
- Does the structure have guy ropes, tent pegs / stake? YES NO *If YES, they should not obstruct escape routes from the exits. They should be shielded or marked so that they can be seen at all times and form a passage way to a place of safety.*

LIGHTING AND SIGNAGE

- Will lighting be installed in the temporary structure? YES NO *If YES, light fittings should not be placed within 450mm of any part of the temporary structure where heat from the light fittings can cause fire.*
- Will the temporary structure be used in hours of darkness? YES NO *If YES, emergency light should be fitted and remain illuminated should the electrical supply fail.*
- Are exits / exit routes directional signage to be displayed? YES NO *If NO, exit /exit route signs should be displayed where there is more than one exit route from the temporary structure.*
- Are Fire Action Notices displayed? YES NO *If NO, Fire Action Notices should be displayed, if persons within the temporary structure are not aware of the fire safety evacuation arrangements.*

FIRE DETECTION AND FIRE WARNING

- Will fire detection and fire warning devices be fitted? YES NO *Usually only required in large temporary structures where there are a large number of people or other known fire risks.*

FIRE FIGHTING EQUIPMENT

- Are fire extinguishers to be provided? YES NO *There a legal requirement to provide suitable fire protection and fire extinguishers may be required for insurance purposes. Ideally they should be provided and positioned so that the maximum travel distance to a fire extinguisher is 30 m.*
- Will there be catering? YES NO *If YES, there should be a fire blanket at hand.*

FIRE ACTION PLAN

- Are there appropriate fire procedures in place? YES NO *If NO, a Fire action plan is required and it must include arrangements for calling the Fire & Rescue Service, evacuation (including disabled), the fire assembly point and liaising with the Fire & Rescue Service on arrival.*

STEWARD TRAINING

- Are stewards / relevant persons given instruction and training in fire safety arrangements? YES NO *If NO, Stewards / relevant persons should be instructed and trained on the fire risks, measures in place, action in the event of fire /alarm being raised and means for calling the Fire & Rescue Service.*

From the finding of the fire risk assessment, the level of risk is deemed to be:

Probability of fire starting: Low Medium High

Likelihood of risk to life: Low Medium High

Step 4: Remedial action

Completed by:

Signature:

Date: