

## Fire Risk Assessment - Temporary Structures

### TO BE COMPLETED FOR EACH UNIT/STALL IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your unit.

The Risk Assessment needs to identify the fire hazards and persons at risk. You must endeavour to remove or reduce these risks and protect people from fire. Failure to comply with this requirement may result in your unit being prohibited from use. You must be able to answer YES to the following questions. This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for each unit, which must be suitable for the circumstances. You do not need to use this form and may use another method if you wish, however, this form is considered to be suitable for most food concession units.

Event					
Unit Name and Location					
Date and Time		Start			Finish
Unit Details	Person in Charge				
	Type and use of Structure				
	Number of Storeys				
	Size (m <sup>2</sup> )				
	Maximum Occupancy		Staff		
		Public			Total
		✓	✗	Action / Comment	
1. Is there an effective emergency plan for the venue?					
2. Are there sufficient competent people to manage the event?					
3. Is there means of controlling the occupancy numbers?					

	✓	✗	Action / Comment
4. Is there adequate provision of warning in case of fire?			
5. Are suitable fire exits available? e.g. Do they open in the direction of escape?			
6. Are there adequate numbers of fire exits for occupancy numbers?			
7. Are the fire exits adequately indicated with correct signage?			
8. Are the internal escape routes clearly indicated?			
9. Are the escape routes clear from obstructions?			
10. Is adequate emergency lighting available?			

	✓	✗	Action / Comment	
11. Have all ignition sources been identified?				
12. Are suitable control measures in place to reduce/control the ignition sources?				
13. Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the venue? (If N/A go to 15)			N/A	
14. Are there suitable control measures in place for LPG?				
15. Is adequate and suitable firefighting equipment provided?				
16. Are staff trained to use firefighting equipment?				
17. Are the structural materials and decorations/hangings fire retardant?				

	✓	✗	Action / Comment
18. Is there suitable fire appliance access to venue?			
19. Is there a minimum of 6m separation between structures?			
20. Are provisions in place to assist persons especially at risk? e.g. the disabled.			
21. Has the safety of young persons been considered?			
22. Has the possible effects of arson been considered? e.g. secure rubbish compound.			

If answer to any question is "NO", please detail below actions taken to remedy the situation.

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Stallholder / Responsible Person			
	<i>Signature</i>	<i>Print Name</i>	<i>Date</i>
Designation			
Company			

*PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.*