**Alresford & District Agricultural Society Ltd.**

**CFOA Fire Risk Assessment**

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

You must undertake a Fire Risk Assessment for each unit, which is 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 suitable for most market stalls and traders’ units.

|  |  |
| --- | --- |
| EVENT | Alresford Agricultural Show |
| UNIT NAME & LOCATION |  |
| DATE/TIME | START | 2/9/2023 – 8.30 am | FINISH | 2/9/2023 - 6.00 pm |
| UNIT DETAILS | PERSON IN CHARGE |  |
| TYPE AND USE OF UNIT |  |
| SIZE (M2) |  |
| MAXIMUM OCCUPANCY | STAFF |  |  |  |
| PUBLIC |  | TOTAL |  |
|  |  | ACTION/COMMENT |
|  |  |  |
| 1. Are adequate exits provided for the numbers of persons within the unit or stall?*(Are your staff and customers able to evacuate easily if the normal exit is blocked?)* | YES NO |  |
| 2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations? | YES NO |  |
| 3 Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use. | YES NO |  |
| 4. If the normal lighting failed would the occupants be able to make a safe exit? *(Consider back up lighting)* | YES NO |  |
| 5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? | YES NO |  |
| 6. Has the fire-fighting equipment been tested within the last 12 months?*Note: a certificate of compliance will normally be required* | YES NO |  |
| 7. Have your staff been instructed on how to operate the fire-fighting equipment provided? | YES NO |  |
| 8. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations? | YES NO |  |
| 9. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc. and reduced the risk of them being involved in an incident? | YES NO |  |
| 10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials? | YES NO |  |
| 11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant?*Note: certificates of compliance will normally be required* |  YES NO  |  |
| 12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? *Note: Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.* | YES NO N/A |  |
| 13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.? | YES NO |  |
| 14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit? | YES NO |  |
|  |  |  |
|  |  | ACTION/COMMENT |
| **Do You use LPG?** (If ‘No’ ignore questions 16-25)  | YES NO |  |
| 16. Do you have an inspection / gas safety certificate for the appliances and pipework *(copy to be available for inspection)* and are all hose connections made with “crimped” fastenings? | YES NO |  |
| 17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public? | YES NO |  |
| 18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? | YES NO |  |
| 19. Are the cylinders located away from entrances, emergency exits and circulation areas? | YES NO |  |
| 20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency? | YES NO |  |
| 21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use? | YES NO |  |
| 24. Do you ensure that only those cylinders in use are kept at your unit/stall? *(Spares should be kept to a minimum and in line with any specific conditions for the event)* | YES NO |  |
| 25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times? | YES NO  |  |
|  |
| If answer to any question is "NO", please detail below actions taken to remedy the situation. |
|  | *Continue on separate sheet if necessary* |

|  |  |
| --- | --- |
| Responsible Person: | ……………………………………………………………........................................................... |
|  | Signature |  | Print Name |  | Date |
| Designation: | ……………………………………………………………........................................................... |
|  |  |  |
| Company: | ……………………………………………………………........................................................... |

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

**Fire Safety Guidance**

Fire Risk Assessment Guidance for Open Air Events and Venues.

<https://www.gov.uk/government/publications/fire-safety-risk-assessment-open-air-events-and-venues>

Guidance on Temporary Structures, Large Tents and Marquees.

<https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm>