

FIRE SAFETY MANAGEMENT – FIRE RISK ASSESSMENT

STITHIANS SHOW 2024 – CRAFT BUILDING/MARQUEE

Name of Company/Organisation:					
Item	Question	Yes	No	N/A	Comments
1	Do you have a person responsible for fire safety in your company? If so, please add name in Comments section.				
2	Do you have a nominated deputy? If so, please add name in Comments section.				
3	Have your staff (including temporary staff/volunteers) been instructed in how to raise the alarm?				
4	Do you have sufficient fire extinguishers available of a suitable type and size? If you are using LPG on site a minimum of a 5kg powder extinguisher must be provided for every two LPG cylinders.			N/A	Fire Extinguishers Provided by SAA Ltd in Craft Building/ Marquee
5	Have your fire extinguishers been inspected in the last 12 months by a competent person/company?			N/A	As above (No. 4)
6	Do your staff (including temporary staff/volunteers) know how to use a fire extinguisher?				
7	Will your fire extinguisher/s be positioned where it is available for easy use? i.e. not in your vehicle.			N/A	As above (No. 4)
8	Are your fire exit routes kept clear and not obstructed by vehicles/stock/equipment etc?				
9	Are all staff (including temporary staff/volunteers) aware of the importance of keeping the area tidy and free from trip hazards?				
10	Do you have training records for all staff (including temporary staff/volunteers)? If so, they should be available for inspection, if required.				
11	Have all electrical items been PAT tested? (Paperwork may be requested).				
12	Have all gas appliances been inspected by a Gas Safe registered engineer? (Paperwork may be requested).			N/A	Not allowed within Craft Building/ Marquee
13	Will you be using LPG? If so, will this be stored outside your tent and secured so it cannot be knocked over or tampered with? (It must still be accessible in an emergency).	*		N/A	Not allowed within Craft Building/ Marquee
14	Will you be using a Generator? If so, are you aware that petrol generators are NOT permitted on site?			N/A	Not allowed within Craft Building/ Marquee
15	Are you aware that you must not sell/exhibit certain items, e.g. fireworks, garden flares, lit tea lights or candles (unlit tea lights and candles are permitted).				
16	Have you read the terms and conditions for exhibiting/trading at the Show? If not, please ensure you do before the event.				

*The maximum number of LPG cylinders on our stand will be:

Type	No./Size
Butane	N/A
Propane LPG	N/A
Patio Gas	N/A