

Alresford & District Agricultural Society Ltd.  
CFOA Fire Risk Assessment Template

**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.

<b>EVENT</b>	Alresford Show				
<b>UNIT NAME AND LOCATION</b>					
<b>DATE/TIME</b>	<b>START</b>	7/9/24 – 8.30am		<b>FINISH</b>	7/9/24 – 6.00pm
<b>UNIT DETAILS</b>	<b>PERSON IN CHARGE</b>				
	<b>TYPE AND USE OF UNIT</b>				
	<b>SIZE (M2)</b>				
	<b>MAXIMUM OCCUPANCY</b>	<b>STAFF</b>			
	<b>PUBLIC</b>		<b>TOTAL</b>		
			<b>ACTION/COMMENT</b>		
1. Do you have an inspection / gas safety certificate for the appliances and pipe work ( <i>copy to be available for inspection</i> ) and are all hose connections made with “crimped” fastenings?	YES	NO			
2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO			
3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?	YES	NO			
4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	YES	NO			
5. Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	YES	NO			
6. Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spare should be kept to a minimum and in line with any specific conditions for the event</i> )	YES	NO			
7. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO			
8. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO			
9. Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?	YES	NO			

10. Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?	YES	NO	
11. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	YES	NO	
12. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>(Certificates of compliance will normally be required)</i>	YES	NO	
13. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES	NO	
14. Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.	YES	NO	
15. If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	YES	NO	
16. If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	YES	NO	
17. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES	NO	
18. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	YES	NO	
19. Have staff been instructed on how to operate the fire-fighting equipment provided	YES	NO	
22. 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	
21. Are you aware that petrol generators are not permitted on site?	YES	NO	
22. Have you identified all ignition sources and ensured that they are kept away from combustible materials?	YES	NO	
23. 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	
24. Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?	YES	NO	
25. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>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</i>	YES	NO N/A	
<b>If answer to any question is "NO", please detail below actions taken to remedy the situation.</b>			

