

BURWARTON AND DISTRICT AGRICULTURAL SOCIETY

A Company Limited by Guarantee Company Reg No 2088026 Registered Charity No 518459

FIRE SAFETY POLICY AND RISK ASSESSMENT

You may be visited by the Event Safety Manager at any time during the event to ensure compliance with current legislation and the Organiser's requirements.

It is your responsibility, to ensure the fire safety standards are adhered to at all times.

DURING THE OPEN PERIOD:

Smoking is not allowed in/on any stalls/stands. Should you wish to provide a Smoking Area, you must provide a suitable receptacle for discarding smoking materials.

All staff will have knowledge of how to raise the alarm, the evacuation procedures and how to use the extinguishers. Additional staff will be appointed to control dangerous overcrowding.

The hazards associated with machinery will be controlled by the application of suitable guards and robust barriers between the machinery and the public.

Suitable fire extinguishers will be easily accessible within the stall/stand.

DURING THE BUILD UP PERIOD:

Stand to be built by a competent contractor, see attached Risk Assessment for stand construction. A suitable fire extinguisher will be on hand during build up. Stand builders will be able to demonstrate their competence with the relevant fire extinguisher.

Working at height will be controlled by the application of suitable harnesses and line attachments.

Good housekeeping, personal discipline and training will ensure that heat sources and combustibles are kept apart. The control of sharps will be maintained by the application of sharps boxes to catch discarded blades and nails, etc. All machinery will have suitable guarding mechanisms in place.

DURING THE BREAK DOWN PERIOD:

The stand will be broken down by a competent contractor, see attached Risk Assessment for the stand break down. All other controls as for build up.

PLEASE COMPLETE FIRE RISK ASSESSMENT OVERLEAF AND RETURN SIGNED

If using LPG please complete the information below for use in case of a fire.

We will be using LPG on our stand YES / NO

If yes please refer to Show terms and conditions.

Max number of cylinders on our stand at any time (e.g. 2 x 19kg LPG)

Butane _____ Propane (LPG) _____ Patio Gas _____

SIGNED: _____ **NAME:** _____

COMPANY NAME: _____ **DATE OF SHOW** _____

TEL.NO. _____ **Email:** _____

BURWARTON SHOW

EXHIBITORS FIRE RISK ASSESSMENT / CHECK LIST

Please complete as part of your Fire Risk Assessment	Yes/No/NA	Comment
Name of person responsible for fire safety on your stand on Show day (in comments section)		
Have your staff been instructed in how to raise the alarm (including temporary staff) and how to use an extinguisher?		
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 2 cylinders)		
Have your fire extinguishers been inspected in the last 12 months by a competent person/company?		
If you are cooking on site, do you have a fire blanket?		
Will your fire extinguisher(s) be sited where they are available for easy use (not in your vehicle)		
Is 'No Smoking' signage clearly displayed at the entrance of your stand/exhibition?		
If your tent/marquee is over 6.5m in length, do you have an additional exit which has suitable fire exit signage?		
Are all staff aware to keep the area tidy and free from trip hazards?		
Are combustible materials stored away from any ignition source?		
Have all electrical items been PAT tested? Paperwork may be requested on show site.		
Have all gas appliances been inspected by a Gas Safe Registered engineer? Paperwork may be requested on Show site.		
All LPG must be stored outside your marquee and secured so that it cannot be knocked over or tampered with.		
You must not sell/exhibit certain items, e.g. fireworks, garden flares, lit tea lights, household candles, etc. Unlit tea lights/candles are acceptable.		
Please confirm you have read the Conditions of Site Hire, Trade Exhibitors Safety Policy and completed all required paperwork.		

