Fire risk assessment

As the event organiser you’re responsible for the safety of those assisting or attending the event.

## **Before the event or function you should be aware of:**

* what fire protection systems are present
* how a fire will be detected
* how people will be warned if there is a fire
* what staff should do if they discover a fire
* how the evacuation of the premises should be carried out
* where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated
* identification of key escape routes and exits, how people can gain access to them and escape to a place of safety
* arrangements for fighting fire
* specific arrangements, if necessary, for high fire-risk areas
* how the fire and rescue service and any other necessary services will be called
* procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly
* flammable materials
* what instruction employees or helpers need and the arrangements for ensuring that this training is given
* limitation on numbers of people
* any chains and padlocks which need removing from fire exits
* exit doors which are required to be in the open position are secure
* checking that all escape routes are clear of obstructions and combustibles

## **Before the event or function you should decide:**

* the arrangements for fighting fire
* the arrangements for means of escape for disabled persons
* the duties and identity of staff who have specific responsibilities if there is a fire
* the arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors
* how you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems
* who will be responsible for calling the fire and rescue service and any other necessary services
* who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials
* your plans to deal with people once they have left the premises, especially children

## **At the start of the event or function you should notify all those present about:**

* the smoking policy;
* the emergency warning signal;
* who is supervising and how to identify them;
* location of exits and escape routes;
* taking only valuables immediately to hand but not to go to collect other belongings;
* the location of muster points; and
* what will happen after that (e.g. re-entry to the building).

## **During the event or function you should ensure that:**

* escape routes and exits do not become blocked;
* your smoking policy is adhered to;
* no naked flames are started (unless authorised e.g. candles);
* where naked flames are present that combustible material is kept clear;
* rooms do not become overcrowded;
* noise levels cannot drown out the fire alarm; and
* if necessary, the number of persons in your premises is limited or controlled.

# **Fire Risk Assessment Traders and Market Stalls**

Fire safety legislation says you must complete a fire risk assessment on your stall or unit.

The risk assessment needs to identify fire hazards and anyone who could be at risk. You must try and remove or reduce these risks to protect people from a fire.

This signed and completed form must be maintained and be available for inspection by the Fire & Rescue service, event organiser or council officers.

You do not need to use this form however it is suitable for most standard market stalls and units.

You must be able to answer YES to the following questions.

|  |  |
| --- | --- |
| Name of stallholder / responsible person: |  |
| Name of unit / stall: |  |
| Contact number on site: |  |
| Location on site: |  |

| Will sleeping be allowed within your event? | **Yes** | **No** | **N/A** |
| --- | --- | --- | --- |
| Are adequate exits provided for the numbers of persons within the unit or stall?  | **Yes** | **No** | **N/A** |
| (Are your staff and customers able to evacuate easily if the normal exit is blocked due to fire?)  | **Yes** | **No** | **N/A** |
| Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?  | **Yes** | **No** | **N/A** |
| Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.  | **Yes** | **No** | **N/A** |
| If the normal lighting failed would the occupants be able to make a safe exit?  | **Yes** | **No** | **N/A** |
| (Consider back up lighting)  | **Yes** | **No** | **N/A** |
| Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?  | **Yes** | **No** | **N/A** |
| Has the fire-fighting equipment been tested within the last 12 months?  | **Yes** | **No** | **N/A** |
| Note: a certificate of compliance will normally be required  | **Yes** | **No** | **N/A** |
| Has your staff been instructed on how to operate the fire-fighting equipment provided?  | **Yes** | **No** | **N/A** |
| Have you a suitable means of raising the alarm to notify all relevant persons including the fire service? | **Yes** | **No** | **N/A** |
| Have you clearly identified rendezvous point(s) to be used in the event of an emergency?  | **Yes** | **No** | **N/A** |
| Has 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** | **N/A** |
| 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** | **N/A** |
| Have you identified all ignition sources and ensured that they are kept away from all flammable materials?  | **Yes** | **No** | **N/A** |
| Are all electrical cables and electrical appliances regularly tested by an electrical engineer and safe to use? | **Yes** | **No** | **N/A** |
| Are the structure, roofing, walls and fittings of your stall or unit flame retardant?  | **Yes** | **No** | **N/A** |
| Note: certificates of compliance will normally be required  | **Yes** | **No** | **N/A** |
| If any staff sleeps 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** |
| Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?  | **Yes** | **No** | **N/A** |
| Do you have sufficient bins for refuse? Is all refuse kept away from your unit?  | **Yes** | **No** | **N/A** |
| Have you ensured generators are used in accordance with the sites Policies?  | **Yes** | **No** | **N/A** |

# **If you use Liquefied petroleum gas (LPG)**

| 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** | **N/A** |
| --- | --- | --- | --- |
| Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?  | **Yes** | **No** | **N/A** |
| Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?  | **Yes** | **No** | **N/A** |
| Are the cylinders located away from entrances, emergency exits and circulation areas?  | **Yes** | **No** | **N/A** |
| Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?  | **Yes** | **No** | **N/A** |
| 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** | **N/A** |
| 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** | **N/A** |
| Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?  | **Yes** | **No** | **N/A** |

If you have answered ‘no’ to any of the questions please detail the actions you have taken:

Signature:

Print name:

Date:

## **Identifying Sources of Ignition**

* Arson
* Smokers materials Naked Flames
* Electrical, gas or oil fired heaters, fixed or portable
* Hot processes such as welding, grinding work or cooking
* Engines or boilers
* Machinery
* Faulty or misused electrical equipment
* Lighting equipment such as halogen lamps
* Hot surfaces and obstruction of equipment ventilation
* Friction from drive belts etc
* Static electricity
* Metal impact such as metal tools striking each other

## **Identifying Sources of Fuel**

* Flammable liquid based products such as paints varnish thinners and adhesives.
* Flammable liquids and solvents such as petrol, white spirit, methylated spirit and paraffin.
* Flammable chemicals
* Wood
* Paper and card
* Plastics, rubber and foam such as polystyrene and polyurethane, e.g. the foam used in upholstered furniture.
* Flammable gases such as liquefied petroleum gas (LPG) and acetylene.
* Furniture, including fixtures and fittings
* Textiles
* Loose packaging material
* Waste materials, in particular finely divided materials such as wood shavings, off-cuts, dust, paper and textiles.
* Hardboard, chipboard, blockboard walls or ceilings
* Synthetic ceiling or wall coverings, such as polystyrene tiles.

## **Identifying sources of Oxygen**

* Natural airflow through doors, windows and other openings
* Mechanical air conditioning systems and air handling systems
* Some chemicals (oxidising materials), that can provide a fire with additional oxygen and so, assist it to burn. These chemicals should be identified on their container by the manufacturer or supplier who can advise as to their safe use and storage.
* Oxygen supplies from cylinder storage and piped systems; e.g. oxygen used in welding processes or for healthcare purposes.

## **Reducing Sources of Ignition**

* Remove unnecessary sources of heat from the workplace or replace them with safer alternatives, ensuring that heat-producing equipment is used in accordance with the manufacturer’s instructions and is properly maintained.
* Install machinery and equipment which has been designed to minimise the risk of fire and explosions.
* Replace naked flame and radiant heaters with fixed convector heaters or a central heating system.
* Ensure that all electrical fuses and circuit breakers etc are of the correct rating and suitable for the purpose.
* Ensure that sources of heat do not arise from faulty or overloaded electrical or mechanical equipment such as overheating bearings.
* Keep ducts and flues clean
* Where appropriate, operate a permit to work system for maintenance workers and contractors who carry out hot work involving processes such as welding or flame cutting.
* Operate a safe smoking policy in designated smoking areas and prohibit smoking elsewhere.
* Enforce the prohibition of matches and lighters and other naked flames in high fire risk areas.
* Ensure that all equipment that could provide a source of ignition even when not in use is left in a safe condition.
* Make sure that any smouldering material including smoker’s material, is properly extinguished before leaving the workplace.
* Take precautions to avoid the risk of arson.

## **Minimising the potential for fuel for a fire**

* Remove flammable materials and substances, or reduce them to the minimum required for the operation of the business;
* Replace materials and substances with less flammable alternatives;
* Ensure flammable materials, liquids (and vapours) and gases are handled, transported, stored and used properly;
* Ensure adequate separation distances between flammable materials;
* Store highly flammable substances in fire-resisting stores and, where necessary, keep a minimum quantity in fire-resisting cabinets in the workroom;
* Remove, cover or treat large areas of flammable wall and ceiling linings to reduce the rate of flame spread across the surface;
* Replacing or repairing furniture with damaged upholstery where the foam filling is exposed;
* Ensure that flammable waste materials and rubbish are not allowed to build up and are carefully stored until properly disposed of;
* Take action to avoid storage areas being vulnerable to arson or vandalism;
* Ensure good housekeeping
* Improve the fire-resistance of the construction of the workplace.

## **Reducing sources of oxygen**

* Close all doors, windows and other openings not required for ventilation, particularly out of working hours;
* Shut down ventilation systems which are not essential to the function of the workplace;
* Store oxidising materials away from heat sources or flammable materials
* Control the use and storage of oxygen cylinders

## **Fire detection and warning**

* Can the existing means of detection discover a fire quickly enough to raise an alarm in time for all the occupants to escape to a safe place?
* Can the means for giving warning be clearly heard and understood throughout the whole premises when initiated from any single point?
* If the fire detection and warning system is electrically powered, does it have a back-up power supply?
* Have you told your employees about your fire warning system, will they know how to operate it and respond to it?
* Are there instructions for your employees on how to operate the fire warning system and what action they should take on hearing a warning?
* Have you included the fire detection and fire warning arrangements in your emergency plan?

## **Means of escape**

* How long will it take for all the occupants to escape to a place of safety once a fire has been detected?
* Is that a reasonable length of time or will it take too long?
* Are there enough exits and are they in the right place?
* Are the type and size of exits suitable and sufficient for the number of people likely to need to use them (eg wide enough for wheelchair users)?
* In the event of fire, could all available exits be affected or will at least one route from any part of the premises remain available?
* Are all escape routes easily identifiable, free from any obstructions and adequately illuminated?
* Have you trained your staff in using the means of escape?
* Are there instructions about the means of escape for your employees?
* Have you included your means of escape arrangements in your emergency plan?

## **Means of fighting fire**

* Are the extinguishers suitable for the purpose and of sufficient capacity?
* Are there sufficient extinguishers sited throughout the workplace?
* Are the right types of extinguishers located close to the fire hazards and can users gain access to them without exposing themselves to risk?
* Are the locations of the extinguishers obvious or does their position need indicating?
* Have the people likely to use the fire extinguishers been given adequate instruction and training?
* Have you included use of fire-fighting equipment in your emergency plan?

## **Maintenance and testing of fire precautions**

* Do you regularly check all fire doors and escape routes and associated lighting and signs?
* Do you regularly check all your fire-fighting equipment?
* Do you regularly check your fire detection and alarm equipment?
* Do you regularly check any other equipment provided to help means of escape arrangements in the building?
* Are there instructions for relevant employees about testing of equipment?
* Are those who test and maintain the equipment properly trained to do so?

## **Fire procedures and training**

* Do you have an emergency plan?
* Does the emergency plan take account of all reasonably foreseeable circumstances?
* Are your employees familiar with the plan, trained in its use and involved in testing it?
* Is the emergency plan made available to all who need to be aware of it?
* Are the procedures to be followed clearly indicated throughout the workplace?
* Have you considered all the people likely to be present in your workplace and others with whom you may share the building?

**Further information and Guidance to Fire Risk Assessments can be found on** [**GOV.UK**](https://www.gov.uk/search/all?keywords=fire+safety+order&order=relevance)**.**