

BLACKFORD HIGHLAND GAMES

FIRE RISK ASSESSMENT FOR USE AT OPEN AIR EVENTS

Fire Risk Assessment – Traders and Market Stalls

In order to comply with relevant fire safety legislation, you MUST complete a Fire Risk Assessment of your unit/stall. 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 Fire and Rescue Service/Event Organiser/Council Officer at all times.

Event	Blackford Highland Games			
Unit Name & Location				
Date/Time	Start		Finish	
Unit Details	Person in Charge			
	Type and use of unit			
	Maximum Occupancy	Staff		
		Public		Total

				Action/Comment
1	Are adequate exits provided for the numbers of persons within the 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 is in use?	Yes	No	
4	If the normal lighting failed would the occupants be able to make a safe exit?	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 firefighting equipment been tested within the last 12 months? (Certificate of compliance?)	Yes	No	
7	Have your staff been instructed on how to operate the firefighting 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 exit locations?	Yes	No	
9	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottles 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 walls, roofing and fittings of your stall or unit flame retardant? (Certificate of compliance?)	Yes	No	
12	If any of your staff sleep in the stall is there a working smoke detector and a clear exit route at night?	Yes	No	
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	

Do you use LPG? (If no, ignore questions 15 – 22)		Yes	No	
15	Do you have an inspection/gas safety certificate for the appliances and pipework and are all hose connections made with crimped fastenings? (Certificates – appliances, Certificates – pipework)	Yes	No	
16	Are the cylinders kept outside, secured in the upright position and out of reach of the general public?	Yes	No	
17	Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No	
18	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	
19	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	
20	Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when then apparatus is not in use?	Yes	No	
21	Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum)	Yes	No	
22	Is a member of your 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.