



THE CHIEF FIRE OFFICERS' ASSOCIATION

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CFOA CIRCULAR

Title	Fire Risk Assessments for use at open air events
Reference Number	2010/007
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Circular for the Attention Of	Fire Safety Officers
Response Required	None

Distribution							
CFOA Members	<input checked="" type="checkbox"/>	FRS	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	Subscribers	<input checked="" type="checkbox"/>

Relevant to:							
England	<input checked="" type="checkbox"/>	Northern Ireland	<input checked="" type="checkbox"/>	Scotland	<input checked="" type="checkbox"/>	Wales	<input checked="" type="checkbox"/>

Related Documentation	Further information or Discussion
Fire Risk Assessment proformas (attached)	Alan McEntire - 01785 898651 a.mcentire@staffordshirefire.gov.uk
Issued by	Director Approval
CFOA HQ	Iain Cox, Director Prevention and Protection

Summary
<p>The attached fire risk assessment proformas have been produced by the Festival Focus Group to assist Fire and Rescue Services to deliver a consistent, auditable approach to fire risk assessment to be used by food concessions, traders and market stall holders operating at outdoor events. These proforma risk assessments are intended to be used by small to medium units in order to fulfil their obligations under the Fire Safety Order, it does not however preclude the use of other suitable and sufficient risk assessment tools.</p> <p>It is envisaged that this format is not suited for use by more complex or larger scale structures or operations which would require a more specific risk assessment to be undertaken.</p> <p>Fire and Rescue Services are asked to review these proformas and adopt or adapt them for use within their policies and procedures.</p>

Expected Outcomes
The adoption of the attached proformas would lead to the use of a standardised format by responsible persons operating at outdoor events throughout Great Britain.



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Fire Risk Assessment Food Concessions

Name of Unit / Stall	
Contact No. on site	
Location on site	

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your stall or 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 will result in you being removed from the site. 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 your 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 standard food units where customers do not enter the unit

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



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10.	Do you ensure replacement cylinders are fitted in the open air away from the 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 your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No
20.	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



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If the answer to any of the above questions is "NO",
please detail the actions you have taken to remedy the situation.

Stallholder /
Responsible Person :

Signature

Print Name

Date

Designation :

Company :

PLEASE NOTE

*THIS DOCUMENT DOES NOT PRECLUDE YOU FROM POSSIBLE PROSECUTION
OR REMOVAL FROM THE SITE BY THE ORGANISERS
SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*



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Fire Risk Assessment Traders and Market Stalls

Name of Unit / Stall	
Contact No. on site	
Location on site	

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your stall or 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 will result in you being removed from the site. 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 your 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 standard market stalls and units

1. Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>	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 are in use.	Yes	No
4. If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	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 fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No
7. Have your staff been instructed on how to operate the fire-fighting 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 the exit locations?	Yes	No
9. 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
10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No
11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No



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| 12. | 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 |
| 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 |
| 15. | Are you aware that petrol generators are not permitted on site? | Yes | No |

If you use LPG

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|-----|--|-----|----|
| 16. | Do you have an inspection / gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with "crimped" fastenings? | Yes | No |
| 17. | Are the cylinders kept outside, secured in the upright position and out of the reach of the general public? | Yes | No |
| 18. | Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides? | Yes | No |
| 19. | Are the cylinders located away from entrances, emergency exits and circulation areas? | Yes | No |
| 20. | Are the gas cylinders readily accessible to enable easy isolation in case of an emergency? | Yes | No |
| 21. | 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 |
| 22. | Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>Spares should be kept to a minimum and in line with any specific conditions for the event</i>) | Yes | No |
| 23. | Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times? | Yes | No |

If the answer to any of the above questions is "NO", please detail the actions you have taken to remedy the situation.



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Stallholder /

Responsible Person :

Signature

Print Name

Date

Designation :

Company :

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SHOULD A SUBSEQUENT INSPECTION REVEAL UNSATISFACTORY STANDARDS.*