

# Fire Risk Assessment Form

**Company Name:** .....

**Company Address:** .....

.....

**Date of Assessment:** .....

<b>Escape in case of fire</b>	Yes	No	N/A	Unsure
Are the means of escape routes kept clear of obstruction				
Are the escape routes well signed				
Can all emergency exits be easily and immediately opened from the inside				
Is there a means of raising an alarm				
<b>Electrical Equipment</b>				
Have staff been instructed in the correct use of electrical equipment, recognition of faults and how to report faults.				
Are all electrical repairs carried out by a qualified electrician				
Is all electrical equipment installed by a competent person				
Has all portable electrical equipment been PAT tested.				
Is electrical equipment switched off when not in use				
Is all electrical equipment fitted with fuses of the correct size and type				
Are all electrical trailing/extension leads kept to a minimum length and not installed under floor covering or where damage is likely				
<b>End of Day's Activities – make sure that:</b>				
the stand is secure against unauthorised entry				
all none essential electrical equipment has been switched off, and where appropriate unplugged.				
smoking materials are fully extinguished				
all rubbish and waste is removed from the stand area				
all combustible and flammable materials are stored safely				
arrangements are in place to rectify any faults found				
<b>Means of Fighting Fire</b>				
Are appropriate means of fighting fire provided				
Is fire fighting equipment in good order, in place and unobstructed				
Are fire extinguishers placed in conspicuous positions				
Can fire extinguishers be reached within 30 metres of the site of any fire				
Are fire extinguishers correctly coloured and labelled				
Have all fire extinguishers been tested in the last 12 months				
<b>NB. YOUR FIRE EXTINGUISHER MAY BE INSPECTED BY A SHOW OFFICIAL</b>				
<b>Smoking</b>				
Are checks in place to ensure no smoking in unsuitable areas				
Are smoking areas checked at the end of the day to ensure nothing is left smouldering				
<b>Instruction and Training</b>				
Are staff trained at least one every 12 months in the actions to be taken in the event of a fire				
Have all staff (including those casually employed) been shown the means of escape and told about the fire routine				

Does training include: actions to take on discovering a fire, how to raise the alarm and the procedure that this starts	Yes	No	N/A	Unsure
Does training include: action to be taken upon hearing the alarm				
Does training include: procedures for alerting members of the public				
Does training include: arrangements for calling the Fire brigade				
Does training include: location and use of fire fighting equipment appropriate to each particular type of fire				
Does training include: location of escape routes				
Does training include: how to stop machines and processes and isolate power supplies where appropriate.				
Does training include: the importance of general fire precautions and good housekeeping				
Are those tasked with specific responsibilities in the event of fire given additional instruction and training				
Are records kept of fire training and instruction				
Is someone designated as fire co-ordinator, responsible for organising fire procedures, instruction and training				
Are printed notices stating the action to be taken upon discovering a fire or hearing the alarm, displayed in conspicuous places.				
<b>Area and Maintenance Work</b>				
In any location where hot work takes place, has all material which can be easily ignited, been removed or suitably protected.				
Are suitable fire extinguishers readily available in hot working areas				
Are hazardous and flammable substances securely stored in a well-ventilated area, separate from other areas when not in use.				
When using flammable adhesives and cleaning fluids, are areas well ventilated and free from sources of ignition.				
Are gas cylinders stored securely				
Are spare gas cylinders, not in use, staked and tied.				
At the end of the working day are all flammable and combustible materials and equipment made safe to prevent accidental fires.				
<b>Fire Prevention</b>				
Are all combustible materials kept clear of sources of heat, remember that some heat sources are seasonal, i.e. radiators				
Are flammable substances and combustible materials suitably stored and quantities kept to the operational minimum				
Are all furnishings in good condition, without coverings being damaged and the fillings being exposed.				
Are there any accumulations of rubbish, waste paper or other materials which could catch fire				
Are decorative materials and surface finishes treated to stop them from igniting easily				
Are open fires protected by fixed guards so as to prevent igniting any combustible materials in the close vicinity				
Are there areas which are not normally occupied and where a fire may grow unnoticed				
Are these areas kept clear of all non essential flammable and combustible materials				
Are staff encouraged to report potential fire risks				
Is combustible waste stored well away from the Trade Stand				
<b>Gas Cylinders</b>				
Is LPG (Liquefied Petroleum Gas) on site				
If yes, are those in use securely staked and tied				

## Fire Certificate

Please give details below of Fire Retardant protection for Trade Stand coverings.

Is your marquee privately owned ? Yes / No

If yes, please provide details of retardant protection, or supply suitable certificate.

If non please obtain a suitable fire protection certificate from supplier.

### DESCRIPTION OF STAND - MACHINERY AND CHEMICALS

Machinery, equipment and vehicles located on the stand

Chemicals and Substances – Attach any Safety Data Sheets for classified hazardous chemicals and state how packaged.

Responsible Person:	
Date Assessments undertaken:	
Signature of Assessor:	