



## Traders and Market Stalls - Fire Risk Assessment

**TO BE COMPLETED FOR EACH STRUCTURE IN LINE WITH NATIONALLY RECOGNISED FIRE RISK ASSESSMENT GUIDES**

In order to comply with relevant fire safety legislation you **MUST** complete a Fire Risk Assessment of your venue. 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 venue 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 the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for each structure, 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 temporary structures.

EVENT					
UNIT NAME AND LOCATION					
DATE/TIME	START			FINISH	
UNIT DETAILS	PERSON IN CHARGE				
	TYPE AND USE OF UNIT				
	SIZE (M2)				
	MAXIMUM OCCUPANCY	STAFF			
PUBLIC			TOTAL		
		ACTION/COMMENT			
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	
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	
			ACTION/COMMENT
<b>Do You use LPG?</b> (If 'No' ignore questions 16-25)	YES	NO	
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	
24. 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	
25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	YES	NO	

