

Cottage Industries

The Shopping Marquee

FIRE RISK ASSESSMENT

Event	<input type="text"/>	Date	<input type="text"/>
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Location	<input type="text"/>	Duration	<input type="text"/>	To	<input type="text"/>
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Structure	Marquee	Dimensions	<input type="text"/>
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Utilities	Electricity (mains)	<input type="radio"/> Yes	<input type="radio"/> NO
	Electricity (generator)	<input type="radio"/> Yes	<input type="radio"/> NO
	Bottled gas	<input type="radio"/> Yes	<input type="radio"/> NO
	Water	<input type="radio"/> Yes	<input type="radio"/> NO
	Other: <input type="text"/>	<input type="radio"/> Yes	<input type="radio"/> NO

Nearest Fire Station	<input type="text"/>
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Communications	<input type="checkbox"/> Mobile Phone	<input type="checkbox"/> Email	<input type="checkbox"/> Other
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1. FIRE HAZARDS

SOURCES OF IGNITION

1. Lighting	<input type="radio"/> Yes	<input type="radio"/> NO
2. Electrical equipment	<input type="radio"/> Yes	<input type="radio"/> NO
3. Catering equipment	<input type="radio"/> Yes	<input type="radio"/> NO
4. Smokers' materials	<input type="radio"/> Yes	<input type="radio"/> NO

5. Adjacent vehicles

Yes

NO

6. Exhibitors' displays – e.g. candles, incense

Yes

NO

7.

Yes

NO

8.

Yes

NO

9.

Yes

NO

10.

Yes

NO

SOURCES OF FUEL

1. Marquee material

Yes

NO

2. Marquee drapes

Yes

NO

3. Exhibitors' drapes and display materials

Yes

NO

4. Exhibitors' stock

Yes

NO

5. Packaging materials

Yes

NO

6. Pre-packed food

Yes

NO

7. Waste

Yes

NO

8. Adjacent vehicles

Yes

NO

9. Bottled Gas

Yes

NO

10.

Yes

NO

11.

Yes

NO

12.

Yes

NO

13.

Yes

NO

14.

Yes

NO

SOURCE OF OXYGEN

Air

Other:

2. PEOPLE AT RISK

Daytime

Organisers, security staff, exhibitors etc

	Members of public	<input type="text"/>
Night-time	Organisers, security staff, exhibitors etc	<input type="text"/>
	Members of public	<input type="text"/>
	Disabled access	<input type="radio"/> Yes <input type="radio"/> NO

3. EVALUATION OF RISK

Answer the following questions by deleting 'Y' or 'N' as appropriate. If the question is not applicable to current situation, write N/A under Y/N

1. Is the material of the marquee treated so as to be fire retardant in compliance with BS 7157 Appendix A?	<input type="radio"/> Yes <input type="radio"/> NO <input type="radio"/> N/A
2. Are marquee and exhibitors' drapes treated so as to be fire retardant?	<input type="radio"/> Yes <input type="radio"/> NO <input type="radio"/> N/A
3. Are temporary heaters to be used within the marquee?	<input type="radio"/> Yes <input type="radio"/> NO
4. If 'Y' to question 3, can you confirm that no naked flames are to be used and that heaters will be under supervision at all times that they are switched on?	<input type="radio"/> Yes <input type="radio"/> NO <input type="radio"/> N/A
5. Are external heaters with hot air ducts into the marquee to be used?	<input type="radio"/> Yes <input type="radio"/> NO
6. If 'Y' to question 5, can you confirm that steps will be taken to ensure that no combustible materials will be permitted to be adjacent to the ducts?	<input type="radio"/> Yes <input type="radio"/> NO <input type="radio"/> N/A
7. Does the marquee have only one exit?	<input type="radio"/> Yes <input type="radio"/> NO
8. If 'Y' to question 7, can you confirm that the marquee will hold fewer than 50 persons?	<input type="radio"/> Yes <input type="radio"/> NO <input type="radio"/> N/A

9. If 'Y' to question 7, can you confirm that the maximum travel distance to the exit is 6.5m.	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
10.If 'N' to question 7, can you confirm that the maximum travel distance to an exit is 24 m.	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
11.Can you confirm that the long grass around the marquee was cut, and the cuttings disposed of, before erection of the marquee?	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
12.Does the marquee have guy ropes, tent pegs etc?	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
13.If 'Y' to question 12, can you confirm that these items do not obstruct escape routes?	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
14.Will lighting be installed in the marquee	<input type="radio"/> Yes <input type="radio"/> NO
15.If 'Y' to question 14, can you confirm that no light will be placed within 450mm of the fabric of the marquee?	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
16.Will exhibitors be using their own electrical equipment?	<input type="radio"/> Yes <input type="radio"/> NO
17.If 'Y' to question 16, can you confirm that a system is in place to ensure that all such lighting and equipment has been tested and certified as meeting current safety standards?	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
18.If there is more than one exit, are directional signs displayed to guide occupants to the nearest?	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
19.Are arrangements in place to ensure that waste materials and packaging are stacked neatly within the marquee?	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
20.Are arrangements in place to ensure that waste materials and packaging is placed in bins outside the marquee, and that those bins are monitored on a regular basis	<input type="radio"/> Yes <input type="radio"/> NO
	<input type="radio"/> N/A
21.Are fire extinguishers to be provided?	<input type="radio"/> Yes <input type="radio"/> NO
22.If there is to be catering, is a Fire Blanket provided?	<input type="radio"/> Yes <input type="radio"/> NO

N/A

23. Is a Fire Action Plan in place?

Yes NO

N/A

24. Are Fire Action Notices Displayed?

Yes NO

N/A

25. Is instruction and training to be given to persons who will act as fire stewards?

Yes NO

N/A

26.

Yes NO

N/A

27.

Yes NO

N/A

28.

Yes NO

N/A

29.

Yes NO

N/A

30.

Yes NO

N/A

31.

Yes NO

N/A

32.

Yes NO

N/A

From the above findings the level of risk is deemed to be as follows;

Probability of fire starting

Low

Meduim

High

Consequences for life safety

Low

Meduim

High

4. RECORD, PLAN, INFORM, INSTRUCT & TRAIN

RESPONSIBLE PERSON A

RESPONSIBLE PERSON B

It is likely that, for a marquee event with a simple layout, one or more notices detailing action to be taken in the event of fire; properly worded and positioned; will be sufficient to constitute a Fire Action Plan

Record below any discussion with Responsible Person(s) regarding a Fire Action Plan that is specific to this event.

Record also any instruction or training that has been given to exhibitors regarding fire safety, whether by letter of discussion, and the means by which members of the public are to be informed of the procedure in the event of fire.

5. REMEDIAL ACTION

If 'N' has been answered to any question marked with an asterisk* in section 3, EVALUATION OF RISK, then remedial action is necessary.

Record below the remedial action which has been taken to address each of the issues which has been highlighted in this way.

ISSUE

REMEDIAL ACTION TAKEN

SIGNATURE.....

Date...