Suggested template for fire risk assessment for a small event

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| **Name of event and venue:**  |  |
|  |  |
| **Organiser:** |  |
|  |  |
| **Date of event:**  |  |

Step 1 – Identify the fire hazards at the event

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| **Sources of ignition***Eg naked flames, heaters or some commercial processes* |  |
| **Sources of fuel***Eg built-up waste, display materials, textiles or overstocked products* |  |
| **Sources of oxygen***Eg air conditioning or medicinal or commercial oxygen supplies* |  |

Attached is a drawing of the venue, drawn roughly to scale, marked with the locations of key features such as marquees, staging, stalls, catering stalls, generators etc.

The plan shows the locations of sources of ignition, fuel and oxygen, as well as places where material which could catch fire easily and sources of ignition are close together.

**Step 2 – Identify the people who will be at risk**

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| **People using or operating sources of heat***E.g., cookers* |  |
| **People who will be near fire dangers** |  |
| **Children***E.g., in pushchairs or prams* |  |
| **The elderly or infirm** |  |
| **People with mobility problems or who use wheelchairs or mobility scooters** |  |
| **People who are under the influence of alcohol.** |  |

The locations of those people at significant risk are marked on the plan .

**Step 3 – Evaluate the level of risk and take action**

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| Considering the hazards identified in step 1, the **likelihood** of a fire occurring is: *Please tick the relevant box.* |  |  | **Low:** | Unusually low likelihood of fire as a result of negligible potential sources of ignition |
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|  |  | **Medium:** | Normal fire hazards for this type of occupancy, with potential ignition sources, where the fire hazards are generally subject to appropriate controls (other than minor shortcomings). |
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|  |  | **High:** | Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant likelihood of fire. |
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| Considering both the hazards identified in step 1 and the people identified in step 2, the severity of the consequences if a fire occurred would be:*Please tick the relevant box.* |  |  | **Slight harm:** | Outbreak of fire unlikely to result in serious injury or death.  |
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|  |  | **Moderate harm:** | Outbreak of fire could foreseeably result in injury (including serious injury) of one or more persons but is unlikely to involve multiple fatalities. |
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|  |  | **Extreme harm:** | Significant potential for serious injury or death to one or more persons.  |

Taking the ratings for likelihood and consequences, the **overall level of risk** can be calculated using the table below:

| Likelihood | Severity of consequencesLow - slight harm  | Severity of consequencesMedium - moderate harm | Severity of consequencesHigh - extreme harm |
| --- | --- | --- | --- |
| Likelihood of fire - Low | Tolerable risk | Tolerable risk | Moderate risk |
| Likelihood of fire - Medium | Tolerable risk | Moderate risk | Substantial risk |
| Likelihood of fire - High | Moderate risk | Substantial risk | Intolerable risk |

Taking into account the evaluation ( above ) of the likelihood of a fire occurring and the severity of the consequence, the overall level of risk is:

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| --- | --- | --- | --- |
| **Tolerable** | **Moderate** | **Substantial** | **Intolerable** |
|  |  |  |  |

*Please tick*

Definitions and actions for each level of risk are outlined below:

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| **Tolerable** | Regularly review the Fire Risk Assessment and update it where necessary. No major additional fire precautions required, however there might be a need for reasonably practicable improvements that involve minor or limited cost. |
| **Moderate** | It is essential that efforts are made to reduce the risk. Risk reduction measures, which should take cost into account, should be implemented within a defined time period. Where moderate risk is associated with consequences that constitute extreme harm, further assessment might be required to establish more precisely the likelihood of harm as a basis for determining the priority for improved control measures. Refer to your action plan at the end of this document. |
| **Substantial** | Considerable resources might have to be allocated and urgent action taken to reduce the risk. |
| **Intolerable** | The event must not go ahead until the risk has been reduced. |

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| **What else can we do to remove or reduce any fire hazards?***E.g., replace highly flammable materials with less flammable ones* |  |
| **What can we do to reduce any risks we have identified?***E.g., separate flammable materials from sources of ignition* |  |
| **What is in place to detect fire?** |  |
| **What is in place to alert people there is a fire?** |  |
| **What is in place to fight a small fire?****Who is trained to use it?** |  |
| **If the event is indoors, are there suitable fire exit doors?** |  |
| **What are the safe routes for people to leave the venue?** |  |
| **How are these exit routes signed?** |  |
| **How will disabled people be evacuated?** **Will we need to provide staff/volunteers to assist them?** |  |
| **Is there sufficient lighting to enable people to escape in case of fire?** **Do we need emergency lighting?** |  |

All hazards and deficiencies identified in this fire risk assessment will be addressed by implementing all of the recommendations in the action plan at the end of this document.

**Step 4 – Record, plan and train**This is our fire emergency plan, which includes the action that we need to take if there is a fire in the venue or anywhere nearby.

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| **Which of our staff/volunteers will help if there is a fire?** **What will they do?** |  |
| **We will need to give instructions to staff/volunteers, stewards and guests.** **This section describes what we will tell them, and how, including who or what will tell them they need to act.** |  |
| **How will the public be informed in the event of a fire?** **Explain where the fire assembly point will be.** **How will we advise the public where to go?** **Will this be signed?**  |  |
| **What training have the staff/volunteers/stewards had?****Is additional training required?** |  |

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| --- | --- |
| **fire risk assessment completed by:** |  |
|  | *name(s)* |
| **Date of fire risk assessment:** | / / |

**Step 5 – Review**

We will review this fire risk assessment before the event takes place, in case anything has changed; it may be that the risk has reduced or increased. We will make sure this fire risk assessment is an accurate reflection of the risk at our event and update it where necessary.

We will re-examine our fire-risk assessment if we suspect it is no longer valid, such as after an accident or near miss, or if there is a significant change to the level of risk of the event, such as new attractions.

**Actions arising from the findings of this fire risk assessment**

All action points arising from the significant findings of this Fire Risk Assessment should be listed below. All actions must be completed before the date of the event.

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| --- | --- | --- | --- |
| **Details of Action to be Taken** | **Action That Has Been Taken** | **By Whom** | **Completion Date** |
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