

Temporary Structures – 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					
VENUE NAME AND LOCATION					
DATE/TIME	START		FINISH		
VENUE DETAILS	PERSON IN CHARGE				
	TYPE AND USE OF STRUCTURE				
	NO. OF STOREYS				
	SIZE (m2)				
	MAXIMUM OCCUPANCY	STAFF			
PUBLIC				TOTAL	
ACTION/COMMENT					
1. Is there an effective emergency plan for the venue?	YES	NO			
2. Are there sufficient competent people to manage the event?	YES	NO			
3. Is there means of controlling the occupancy numbers?	YES	NO			
4. Is there adequate provision of warning in case of fire?	YES	NO			
5. Are suitable fire exits available? e.g. Do they open in the direction of escape?	YES	NO			
6. Are there adequate numbers of fire exits for occupancy numbers?	YES	NO			
7. Are the fire exits adequately indicated with correct signage?	YES	NO			

8. Are the internal escape routes clearly indicated?	YES	NO	
9. Are the escape routes clear from obstructions?	YES	NO	
10. Is adequate emergency lighting available?	YES	NO	
11. Have all ignition sources been identified?	YES	NO	
12. Are suitable control measures in place to reduce/control the ignition sources?	YES	NO	
13. Are Liquid Petroleum Gas (LPG) cylinders being used and/or stored at the venue? (If N/A go to 15)	YES	N/A	
14. Are there suitable control measures in place for LPG?	YES	NO	
15. Is adequate and suitable firefighting equipment provided?	YES	NO	
16. Are staff trained to use firefighting equipment?	YES	NO	
17. Are the structural materials and decorations/hangings fire retardant?	YES	NO	
18. Is there suitable fire appliance access to venue?	YES	NO	
19. Is there a minimum of 6m separation between structures?	YES	NO	
20. Are provisions in place to assist persons especially at risk? e.g. the disabled.	YES	NO	
21. Has the safety of young persons been considered?	YES	NO	
22. Has the possible effects of arson been considered? e.g. secure rubbish compound.	YES	NO	

If answer to any question is "NO", please detail actions taken to remedy the situation.

Continue on separate sheet if necessary

Responsible Person:
Signature Print Name Date

Designation:
.....

Company:
.....

PLEASE NOTE: This document does not preclude you from prosecution or removal from the site should a subsequent inspection reveal unsatisfactory standards.