



**TO BE COMPLETED FOR EACH UNIT/STALL 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 unit. 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 unit being prohibited from use.

You must be able to answer YES or N/A to the following questions. 'NO' answers require explanation notes.

This completed form must be available for inspection by the Fire & Rescue Service/Event Organiser/Council Officers at all times.

EVENT	FAVERSHAM HOP FESTIVAL 2023			
TRADER NAME				
DATE/TIME	START	2nd Sept. 2023 @ 08.00 For set-up	FINISH	3rd Sept. 2023 @ 19.00 Departure from site
UNIT DETAILS	PERSON IN CHARGE			
	TYPE AND USE OF UNIT			
	SIZE (SQ METRES)			
	MAXIMUM NUMBER IN YOUR UNIT	STAFF		
PUBLIC			TOTAL	
		CIRCLE ANSWER	ACTION/COMMENT NOTES	
1. Do you have an inspection / gas safety certificate for the appliances and pipe work (copy to be available for inspection) and are all hose connections made with "crimped" fastenings?		YES / NO OR N/A		
2. Are cooking appliances fixed securely on a firm noncombustible heat insulating base and surrounded by shields of similar material on three sides?		YES / NO OR N/A		
3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?		YES / NO OR N/A		
4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?		YES / NO OR N/A		

5. Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	YES / NO OR N/A	
6. Do you ensure that only those cylinders in use are kept at your unit/stall? (Spares should be kept to a minimum and in line with any specific conditions for the event)	YES / NO OR N/A	
7. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES / NO OR N/A	
8. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES / NO OR N/A	

9. Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?	YES / NO OR N/A	
10. Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?	YES / NO OR N/A	
11. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	YES / NO OR N/A	
12. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? (Certificates of compliance will normally be required)	YES / NO	
13. Are the public adequately protected from all heat sources?	YES / NO N/A	
14. Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use?	N/A	Not Applicable
15. If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	N/A	Not Applicable
16. If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)	N/A	Not Applicable
17. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	YES / NO	
18. Has the fire-fighting equipment been tested within the last 12 months? Note: a certificate of compliance will normally be required	YES / NO	
19. Have staff been instructed on how to operate the firefighting equipment provided?	YES / NO	

22. 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	
21. Are you aware that <b>PETROL</b> generators are not permitted on site?	YES / NO	
22. Have you identified all ignition sources and ensured that they are kept away from combustible materials?	YES / NO	
23. 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	
24. Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?	YES / NO	Refuse removal is the responsibility of each stall operator
25. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? 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	N/A	

If your answer to any question is "NO", please detail below 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.**

## Fire Safety Guidance

Fire Risk Assessment Guidance for Open Air Events and Venues.

[www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/14891/fsra-open-air.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/14891/fsra-open-air.pdf)

Guidance on Temporary Structures, Large Tents and Marquees.

[www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,November-2014.pdf](http://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,November-2014.pdf)

Code of Practice 24: Part 4 - Use of LPG Cylinders: The Use of LPG for Catering at Outdoor Functions (March 1999) [www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-atoutdoorfunctions-march-1999/](http://www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-atoutdoorfunctions-march-1999/)