**Appendix 3- Event Fire Risk Assessment Guidance**

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| **Name of event and venue:** |  | |
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| **Name of hirer/hiring organisation:** |  | |
|  |  | |
| **Date of event:** |  |  |

It is recommended that you obtain a copy of “Regulatory Reform (Fire Safety) Order 2005 - A short guide to making your premises safe from fire” and *Fire safety risk assessment: Open air events and venues* to assist you in undertaking your fire risk assessment. These can be downloaded free of charge from

<https://www.gov.uk/government/publications/making-your-premises-safe-from-fire>

The steps you need to follow are:

Step 1 – Identify the hazards within the venue

Step 2 – Identify people at risk

Step 3 – Evaluate, remove, reduce and protect from risk

Step 4 – Record, plan, instruct, inform and train

Step 5 – Review

**Step 1 – Identify the hazards within your premises**

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| Considering the nature of the event and activities involved, you need to identify: | |
| sources of ignition  *such as naked flames, heaters or some commercial processes* |  |
| sources of fuel  *such as built-up waste, display materials, textiles or overstocked products* |  |
| sources of oxygen  *such as air conditioning or medicinal or commercial oxygen supplies* |  |

You may find it helpful to make a simple drawing of the venue, marking up the locations of key features such as marquees, staging, stalls or generators.The plan should show the locations of any sources of ignition, fuel and oxygen. You can use a simple noughts and crosses system – circles for materials and crosses for ignition sources. It should also identify where material which could catch fire easily and sources of ignition are close together.

If you decide to do this, please attach a copy of the drawing

**Step 2 – Identify people at risk**

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| You will need to identify those people who may be especially at risk such as: | |
| 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. |  |

You may want to mark on the plan the locations of those people at significant risk.

**Step 3- Evaluate the level of risk**

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| You will need to evaluate both the risk of a fire **occurring** and the potential **consequences** should it occur: | |
| What is the likelihood of a fire occurring?  *Consider the hazards identified in step 1* |  |
| What are the potential consequences should a fire occur?  *Consider both the hazards identified in step 1 and the people identified in step 2* |  |
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When considering the likelihood and consequences of fire, you may find it useful to use the following tool:

Considering the following definitions, what is the l**ikelihood** of fire occurrence:

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| **Low:** | Unusually low likelihood of fire as a result of negligible potential sources of ignition. |
| **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). |
| **High:** | Lack of adequate controls applied to one or more significant fire hazards, such as to result in significant likelihood of fire. |

Considering the following definitions, are the **consequences** of fire likely to cause:

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| **Slight harm:** | Outbreak of fire unlikely to result in serious injury or death. |
| **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. |
| **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:

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| --- | --- | --- | --- | --- |
|  |  | ***Potential consequences of fire*** | | |
| ***Likelihood of fire*** |  | **Slight harm** | **Moderate harm** | **Extreme harm** |
| **Low** | **Trivial risk** | **Tolerable risk** | **Moderate risk** |
| **Medium** | **Tolerable risk** | **Moderate risk** | **Substantial risk** |
| **High** | **Moderate risk** | **Substantial risk** | **Intolerable risk** |

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

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| **Trivial** | No action is required other than regularly reviewing the Fire Risk Assessment and updating it where necessary. |
| **Tolerable** | 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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| Once the risks have been evaluated, you should take steps to remove or reduce any fire hazards where possible and reduce any risks you have identified. This may include the following: | |
| What can you do to remove or reduce any fire hazards?  *E.g. replace highly flammable materials with less flammable ones* |  |
| What can you do to reduce any risks you 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? |  |
| What are the safe routes for people to leave the venue? |  |
| Are these exit routes properly signed? |  |
| How will disabled people be evacuated? Will you need to provide staff/volunteers to assist them? |  |
| Do you need emergency lighting to enable people to escape in case of fire? |  |

Some very small and simple venues may be able to satisfy all these steps without difficulty.However, you should still be able to show that you have carried out all the steps.

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

**Step 4 – Record, plan, instruct, inform and train**

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| In this step you should record, plan, instruct, inform and train. If you have completed the answers in the sections above, then you have recorded the dangers and people you have identified as especially at risk (in steps 1 and 2) and what you did about it (in step 3).  Write your fire emergency plan here. It should include the action that you need to take in a fire in the venue or anywhere nearby. | |
|  |  |
| Instructions to staff, volunteers and stewards on actions to take in case of fire. What will tell them, and how? |  |
| How will the public be informed in the event of a fire?  Where will the fire assembly point will be? Will this be signed? |  |
| What fire safety training have staff/volunteers had?  Is additional training required? |  |
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**Step 5 – Review**

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| If the event is planned to take place again, you should make sure your fire-risk assessment is up to date. You will need to re-examine your fire-risk assessment if you 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. |
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| **Date of risk assessment:** | / / | **Completed by:** |  |
|  |  | | *name(s)* |

**Actions Arising from the Significant Findings of this Fire Risk Assessment**

Now that you have undertaken the fire risk assessment, you need to act upon the significant findings of the assessment.

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