**FIRE RISK ASSESSMENT [event]**

| **Hazard** | **Person at risk** | **Initial Risk level** | **Measures to reduce risk** | **New risk level acceptable** | **Person responsible** |
| --- | --- | --- | --- | --- | --- |
| Event tents e.g. download tent | All | Low | 1. Fire retardant fabric tent.
2. More than 1 open exit.
3. Helpers briefed on fire drill (see below).
4. In case of fire notify Fire and Rescue Service (F&RS) and Organiser) at once.
 | Yes | 1. Equipment officer
2. Team Leader.
3. Team Leader
4. Team Leader
 |
| Electrical equipment e.g. computers | All | Low | 1. More than one open exit in fire retardant fabric tent.
2. Helpers briefed on fire drill (see below).
3. In case of fire notify F&RS and Organiser at once.
4. Portable equipment to be PAT tested prior to the event, following the risk-based approach provided in the HSE’s guidance document, INDG 263.
 | Yes | 1. Team Leader and Equipment Officer
2. Team Leader
3. Team Leader
 |
| Generator and fuel cans | All | Low | 1. Generators placed at least 2 metres from tents and taped off.
2. Fuel in correct cans.
3. Fuel cans stored safely 2 metres away from generator and tent.
4. Helpers briefed on fire drill & refuelling generators (see below).
5. In case of fire notify F&RS and Organiser at once.
6. In date multipurpose (ABC) fire extinguishers to be provided.
 | Yes | 1. Team Leader
2. Team Leader
3. Team Leader
4. Team Leader
5. Team Leader
 |
| Car Park | All | Low | 1. Car park marshals briefed to be fire alert.
2. Helpers briefed on fire drill e.g. keep everyone well away.
3. Leaving a sensible distance between cars/vans etc will greatly reduce the risk of fire spreading.
4. In case of fire notify F&RS and Organiser at once.
 | Yes | 1. Team Leader
2. Team Leader
3. Car park marshals
4. Team Leader
 |
| Traders | All | Low | 1. Traders’ tentage should be fire retardant.
2. Generators placed at least 2 metres from trading platform.
3. Generators taped off.
4. Fuel cans stored 2 metres from generator.
5. Traders to have own in date fire extinguishers.
 | Yes | 1. Organiser
2. Organiser/Traders
3. Organiser/Traders
4. Organiser/Traders
5. Traders
 |

**Key**

In column two, persons at risk are: All = competitors, helpers, public

**Important notes**

1. According to the Regulatory Reform (Fire Safety) Order 2005, there is a legal requirement to make a suitable and sufficient fire risk assessment at all outdoor events. All persons must be able to escape safely from a tent or enclosure in the event of a fire. General, reasonable fire precautions are required to ensure that the tents including outside areas and exits are safe.
2. This Fire Risk Assessment shall be read together with the Fire Incident Action Guidelines (**Annex J**) and the PAT testing guidance document (Annex I1).

Assessed By: [name] BKO

Role: [event] Safety Officer

Date: [date]