



# Event Organiser's Checklist



## Event Safety Planning

## **Aim of this guidance**

This document has been produced to provide valuable and consistent information and guidance for new or inexperienced event organisers when planning for small to medium sized events and festivals. Equally it can be used as an aide memoire for the more experienced teams when planning for their events.

While every effort has been made to provide relevant guidance there may be instances where local authority regulations and conditions may require additional consideration and planning.

## **Acknowledgements**

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The Chief Fire Officers' Association Event Safety Group  
Cardiff City Council  
Pembrokeshire County Council

# Event Safety Planning Arrangements

## Event Organiser's Check List

SECTION		PAGE
1	Event Concept and Management Arrangements	5
2	Venue and Site Design	7
3	Temporary Demountable Structures (TDS)	8
4	Electrical Safety	9
5	Fire Safety	10
6	Crowd Management Arrangements	11
7	Transport	12
8	Show Production and Features	13
9	Site Facilities	14
10	Other Local Information	16
11	Schedule of Documents Required	16
12	Meeting Summary	17

**Appendix 1 Water Supply Provision (example)**

**Appendix 2 Outdoor Catering Checklist**

**Appendix 3 Fire Risk Assessment – Food Concessions**

**Appendix 4 Fire Risk Assessment – Traders and Market Stalls**

**Appendix 5 Fire Risk Assessment – Temporary Structures**

**Appendix 6 Guidance Documentation**

<b>Name of Event</b>	
<b>Event location including postcode or grid reference</b>	
<b>Date(s) of event</b>	
<b>Recurring event dates</b>	

<b>Event organiser/events management company</b>	
<b>Address</b>	
<b>Principle Contact details:</b>  <div style="text-align: right; padding-right: 20px;"> <b>Name</b>  <b>Telephone Nos.</b>  <b>E-mail</b> </div>	

<b>ESAG Meeting location</b>	
<b>Date of meeting(s)</b>	
<b>Presentation made by</b>	
<b>Company</b>	

## 1: Event Concept and Management Arrangements

	Subject	Contents	Comments
1.1	Concept	Type of event Description Indoors/outdoors No. of days Time start/ time finish Camping and/or caravanning	
1.2	Event management structure	Promoter details Site manager Safety officer Major partners Site licensee Venue owner	
1.3	Performance	Type & no. of performers Crowd interaction Processions Over-head activity Finale detail Special effects	
1.4	Attendees/ audience	Proposed size of audience Audience type/profile Special factors Seated/standing/ mixture of both	
1.5	Ticketing	Numbers Special guests Pre-sale Conditions Exclusions	
1.6	Relevant information	Other events Conflicting activities on/off site	
1.7	Licensing:	Premise Licence/TEN required	

	Subject	Contents	Comments
	<p>Sale of alcohol</p> <p>Regulated Entertainment</p> <p>Late Night Refreshment</p>	<p>Personal Licence Holder</p> <p>Operating schedule: Licensing objectives</p> <p>Prevention of crime and disorder</p> <p>Public Safety</p> <p>Prevention of public nuisance</p> <p>Protection of children</p> <p>Policy on underage drinking</p> <p>Drug safety policy</p>	
1.8	Risk assessments	<p>To cover:</p> <p>Build up</p> <p>Load in</p> <p>Event</p> <p>Break down</p> <p>Load out</p>	
1.9	Safety plans	<p>Event safety plan should include details on:</p> <p>Event contacts.</p> <p>Management roles and responsibilities.</p> <p>Event schedules.</p> <p>Method statement.</p> <p>Communication system and how this will work.</p> <p>Fire safety plan.</p> <p>Contingency plan.</p> <p>Inclement weather plan.</p> <p>Crowd management.</p> <p>Stewarding and security plan.</p> <p>Emergency plan.</p> <p>First aid and medical emergency plan.</p> <p>Traffic management plan.</p> <p>Cleansing plan.</p> <p>Concession plan.</p>	Event safety plan – <b>submitted 28 days prior to event</b>
1.10	Managing employees/ contractors	<p>Site induction</p> <p>Briefings</p> <p>Competence</p> <p>Supervision</p> <p>Monitoring and review</p> <p>debrief</p>	

## 2: Venue and Site Design

	Subject	Contents	Comments
2.1	Site descriptors	<p>Area</p> <p>Topography</p> <p>Ground conditions</p> <p>Access onto and around site</p> <p>Existing services i.e. overhead lines and underground services</p> <p>Adjacent properties</p> <p>Event site, car park, camping fields used by grazing animals</p> <p>Prevailing wind direction</p> <p>Risk of flooding</p> <p>Individual venue capacities</p> <p>Location plan/site plans</p>	
2.2	Site perimeter fencing/ barrier	<p>Yes/no</p> <p>Design criteria</p> <p>Type</p> <p>Extent</p> <p>Loading</p>	
2.3	Access/egress prior to event and during event	<p>Access gates</p> <p>Control/flow/size</p> <p>Signage</p> <p>Ticket checks/pre-checks</p> <p>Security checks</p> <p>Crowd PA</p> <p>Marshalling of car parks/roads</p>	

### 3: Temporary Demountable Structures (TDS)

3.1	Temporary structures e.g. Large marquees. Stages. Barriers. Screens. Lighting gantries. Seating platforms. Sound towers. Art installations. Inflatables.	<ul style="list-style-type: none"> <li>• Temporary structures shall comply with the principles given in the guidance document Temporary Demountable Structures 3<sup>rd</sup> Edition published by the Institution of Structural Engineers. Detailed design calculations and drawings of <u>each</u> structure shall be submitted if requested.</li> <li>• TDS contractors/designers hired to design, supply, build, manage and take down a structure should be competent.</li> <li>• For large tents and marquees, contractor recommended being a member MUTAmarq or equivalent.</li> <li>• For Inflatable structures, contractor recommended to be a member of a relevant trade association (e.g. AIMODS, NAIH or BIHA) and have had their equipment inspected under the PIPA or ADIPS inspection scheme.</li> <li>• A safety certificate shall be provided for all temporary structures prior to use.</li> <li>• A wind management plan shall be provided and monitored by a competent person during the event.</li> </ul>
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Structure Details (Give brief description of each)

Type	Capacity	What it will be used for	Name of Supplier/designer/installer



## 4: Electrical Safety

	Subject	Contents	Comments
4.1	Electrical Installation	<p>Installation designer</p> <p>Installation contractor</p> <p>Who will test, inspect and certify installation of above</p> <p>Name of Certifier /Competence (NICEIC/ECA)</p> <p>Nominated person on site to supervise installation in use?</p> <p>Type of supply (generator / mains) Note: No petrol generators</p> <p>Detail of Installation</p> <p>Earthing</p> <p>Use of RCDS</p> <p>Construct/protect equipment exposed to weather</p> <p>In event in hours of darkness detail general site, escape and emergency lighting. Light level site inspection date.</p> <p>Exhibitors/catering units to have current certification. Certificates to be on site.</p> <p>All portable appliances including leads to have current PAT certification. How will compliance be achieved? Who will be responsible? What evidence will be on site?</p> <p>Control and restriction of access to electrical installations/generators</p> <p>Routing of cables</p>	

## 5: Fire Safety

	Subject	Contents	Comments
5.1	Fire Safety (appendix 3)	Fire safety risk assessment completed for each venue  Emergency exits and routes  Venue capacities  Signage  Emergency lighting  Fire equipment/alarm systems  Access control (public and emergency services)  Sleeping Accommodation  Bonfires  Barbeques  LPG usage  Arson  Special risks	

## 6: Crowd Management Arrangements

	Subject	Contents	Comments
6.1	Control of crowd movements	<ul style="list-style-type: none"> <li>Risk assessment</li> <li>Use of barriers</li> <li>Design criteria</li> <li>Type/Extent</li> <li>Loading</li> <li>Effect on escape routes</li> </ul>	
6.2	Stewarding and security systems	<ul style="list-style-type: none"> <li>Contractor(s) details</li> <li>SIA requirement</li> <li>Job descriptions</li> <li>Numbers/locations</li> <li>Control and communications</li> <li>Liaison</li> <li>competence of providers</li> <li>Induction and briefing</li> </ul>	<p style="color: red;">Full names and registration numbers to be provided to the local authority 7 days prior to the event.</p>
6.3	Emergency plans E.g. fire, structural failure, accidents, severe weather, unavailability of key staff, cancellation of acts	<ul style="list-style-type: none"> <li>Responsibilities</li> <li>Jurisdiction/limits</li> <li>Staged responses</li> <li>Control centre/liaison</li> <li>Consultation with emergency services</li> </ul>	
6.4	First aid/medical emergency for staff, contractors and audience	<ul style="list-style-type: none"> <li>Contractor(s) details</li> <li>Consultation with NHS ambulance service</li> <li>Level of cover</li> <li>Links to NHS</li> <li>Posts/locations</li> <li>Case recording</li> </ul>	

## 7: Transport

	Subject	Contents	Comments
7.1	Transportation	<p>Transport management plan</p> <p>Safe and convenient access</p> <p>Separate pedestrian / vehicle routes</p> <p>Emergency routes</p> <p>Contingency for bad weather i.e. hardcore, metal track ways, straw, woodchip</p> <p>Offsite traffic/transport disruption</p> <p>Car/coach parking</p> <p>Drop off/pick up</p> <p>Consultation with transport providers</p> <p>Road closures required</p> <p>Liaison with Police/ highways/trunk road agency</p>	

## 8: Show Production and Features

	Subject	Contents	Comments
8.1	Noise Control	Contractor detail(s)  Sources  Type  Duration  Nuisance capacity  Environmental noise control measures  Control of noise for audience/stewards  Contact arrangements	
8.2	Special effects	Contractor(s) details  Fireworks  Lasers  Strobe lighting  Smoke & vapour effects  Provided by  Timing/location	
8.3	Amusement and attractions	Test certificates for fairground equipment (ADIPS)	

## 9: Site Facilities

	Subject	Contents	Comments
9.1	Disabled provision	No's/identified Accompanied Viewing Sanitary/ accommodation. Monitoring	
9.2	Toilets	Based on audience size No's/ratio/signage Location Type Maintenance Facilities for crew/catering staff	
9.3	Catering	Contractor(s) details Location(s) Registered with LA Food Hygiene Rating (3 or better expected) Queuing system Hand washing for catering staff and public	Crew ● VIP ● Public catering ● Concessions ●  An Outdoor Catering Checklist is provided in Appendix 2.  <b>A list of names, addresses, contact details and details of food hygiene rating of all food premises (including those giving away food as part of a demonstration) to be provided 21 days prior to event.</b>
9.4	Waste	Contractor detail(s) On-site litter Bulk disposal Contractor Hazardous waste	litter ● bulk ● site clearance ●
9.5	Information services	Meeting points Child recovery Welfare arrangements	

9.6	Water supply	Water requirements/Uses  Plans  Risk Assessment  Emergency Plan  Disinfection  Sampling	(See appendix 1)
9.7	Drainage	Disposal requirements  Site  Tanks  Vehicle use	
9.8	Smoking	All substantially enclosed structures to be smoke free  Signage  Smoking policy	

## 10: Other Local Information

	Subject	Contents	Comments
10.1	Event Safety Advisory Group (ESAG) activity	Site meeting  Daily debrief  Event appraisal  Event passes	
10.2	Other considerations  Various groups on the ESAG may be promoting certain event characteristics or carrying out specific investigations		

## Documents Required to Assess Public Safety Arrangements

Title	applicable	received y/n	checked by	sent to
Grid Plan of Site				
Event Safety Management Plan				
Emergency Plan				
Fire Risk Assessments				
First Aid & Medical Emergency Plan incl. calculations				
Stewarding & Security Plan incl. calculations				
Location plan(s) [scale 1:25000]				
Site plan(s) [scale 1:1250 ]				
Detailed plans or drawings of specific structures and internal layouts [scale 1:100/1:50/1:20] as appropriate				
Electrical installation specification				
Details of all temporary structures incorporating design statements, relevant drawings, sections/elevations, structural calculations, and wind management plan.				
Water supply risk assessment				



## Meeting Summary

	Section	Subject	Detail	Action by
1				
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12				
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14				
15				
16				

**EXAMPLE FORM**

**Public Protection – Pollution Control  
Private Water Supplies (Wales) Regulations 2010  
Water Supply Provision & Distribution at Temporary Events**

<b>EVENT DETAILS</b>		<b>TO BE COMPLETED BY THE EVENT ORGANISER:</b>	<b>DATED:</b>
<b>ORGANISER INFORMATION</b>	<ul style="list-style-type: none"> <li>▪ Principal contact name, address, telephone &amp; e-mail</li> <li>▪ Event duration, anticipated number of people attending</li> </ul>		
<b>TEMPORARY WATER SUPPLY DETAILS</b>		<b>TO BE COMPLETED BY THE EVENT ORGANISER:</b>	<b>DATED:</b>
<b>DESCRIPTION</b>	<ul style="list-style-type: none"> <li>▪ List all intended use(s) of water</li> <li>▪ Connection type (Mains, Private or Tanker Supply?)</li> </ul>		
<b>PLANS</b>	<p>Provide a plan of the site to illustrate the following:</p> <ul style="list-style-type: none"> <li>▪ the water supply distribution network</li> <li>▪ the location(s) and description of connections, standpipes, tankers &amp; bowsers</li> <li>▪ back flow prevention valves</li> <li>▪ the direction of flow</li> <li>▪ to indicate the location of key points (pumps (specifying their size)</li> <li>▪ incoming water source(s)</li> <li>▪ points of use (toilet, wash hand basins and showering facilities, drinking water points, food preparation)</li> <li>▪ treatment and sampling points e.g. for chlorine disinfection, de-chlorination and water testing</li> <li>▪ emergency infrastructure</li> </ul>		
<b>RISK ASSESSMENT</b>	<p>Provide a risk assessment of the water supply arrangements to:</p> <ul style="list-style-type: none"> <li>▪ list and assess the potential risks at the site that may cause contamination of the water supply or an insufficient water supply</li> <li>▪ the measures to be taken to control or prevent these risks</li> <li>▪ the checks and monitoring procedures to be undertaken to ensure these control measures are in place e.g. sampling and on-going</li> </ul>		

	<p>inspections</p> <ul style="list-style-type: none"> <li>▪ Actions to be taken should these control measures fail</li> </ul> <p><i>Note 1: Under the Regulations it is a mandatory requirement to undertake a risk assessment of the temporary water supply.</i></p>		
EMERGENCY PLAN	<p>Provide a method statement to describe:</p> <ul style="list-style-type: none"> <li>▪ dealing with contamination incidents</li> <li>▪ failure of water supply</li> <li>▪ details of receiving &amp; distributing other water supplies</li> </ul>		
DISINFECTION	<p>Provide a method statement to:</p> <ul style="list-style-type: none"> <li>▪ outline how pipes and fittings will be stored to avoid contamination.</li> <li>▪ the procedure for disinfection of pipes</li> </ul> <p><i>Note 1: Pipe material should be approved for contact with drinking water as specified in Regulation 31 of the Water Supply (Water Quality) Regulations 2010.</i></p> <p><i>Note 2: For mains water connections a backflow prevention device at the point of connection to the mains must be in place before disinfection goes ahead. This will need to be inspected by Dwr Cymru Welsh Water.</i></p>		
SAMPLING	<p>Water samples will need to be taken to ensure that all pipe work has been disinfected. The laboratory analysis results must be submitted to Pollution Control immediately (before the event). Should the microbiological results be unacceptable, Pollution Control will require repeat disinfection and sampling.</p> <p><i>Note 1: Pollution Control can on request undertake the water sampling. The event organiser will have to pay a service charge and the laboratory analysis costs.</i></p>		

ADDITIONAL INFORMATION	
POLLUTION CONTROL can serve a Notice (Regulation 18 of the Private Water Supplies (Wales) Regulations 2010) on the event organiser should there be a potential danger to human health. The Notice can restrict the use of the temporary water supply and include conditions for immediate improvement works to be undertaken.	
POLLUTION CONTROL will carry out an inspection when the water supply distribution network is in place prior to the commencement of the event. At times this will joint visit with DCWW.	
DWR CYMRU WELSH WATER (DCWW). In the case of a connection to mains water, as part of their regulatory duties DCWW will undertake an inspection to ensure the fixtures and fittings comply with The Water Supply (Water Fittings) Regulations 1999.	
DURING THE EVENT. Should it be required then an officer may carry out further inspections and also sampling during the event.	

**THIS FORM SHOULD BE RETURNED TO POLLUTION CONTROL TOGETHER WITH THE WATER SUPPLY PLAN, RISK ASSESSMENT & EMERGENCY PLAN**

## Outdoor Catering Checklist

The checklist is intended to help you ensure that your food business operates to the highest standards of hygiene throughout the event. This checklist is based upon the Chartered Institute of Environmental Health's Guidelines for Outdoor Catering Events. You should work through the checklist and ensure that you have everything in place prior to the event.

**If you answer "No" to any of the questions, you must ensure that the matter, or potential problem, is addressed before the event takes place.**

Food Business Name: .....

Event: .....

Date: .....

	Yes	No
<b>Food Hygiene Rating</b>		
<p><b>Does your food business have a food hygiene rating of 3 or better provided by the Local Authority with which you are registered?</b></p> <p>It is preferable for any food business trading at an event that it has a rating of 3 or better, which indicates that the business has been assessed to have been trading to at least a satisfactory standard of food hygiene.</p> <p>If you do not currently have a rating, or have a rating of 2, 1 or 0, you can contact your registering local authority and ensure that a rating is issued, or if you have undertaken remedial works after a poor rating was issued, you can request a revisit from the registering LA to re-rate your premises, in advance of the event should time permit..</p>		
<b>Food Safety Management System</b>		
<p><b>Have you developed a food safety management system for your outdoor catering? (E.g. Safer Food Better Business Pack).</b></p> <p>Your management system must be relevant to your food handling practices <u>at the event</u>. You must also ensure that you take this document with you to the event.</p>		
<p><b>Do you have a supply of monitoring sheets for use at the event?</b></p>		
<b>Food Handling Staff</b>		
<p><b>Are all of your food handlers (including temporary staff) adequately trained, supervised and given instruction in their expected duties?</b></p>		
<p><b>Do you have staff hygiene training records to verify the above?</b></p> <p>Evidence must be supplied.</p>		
<p><b>Have your staffs been given a supply of clean personal protective clothing to wear at the event?</b></p> <p>Staff must be provided with protective over-clothing. It is not acceptable for staff to handle/serve food in outdoor/everyday clothing.</p>		
<p><b>Do you have a supply of separate aprons for those staff engaged in raw food preparation?</b></p> <p>Disposable plastic aprons are recommended for raw food handling and preparation</p>		
<p><b>Are your staffs aware that they should not handle food if they are suffering from certain illnesses?</b></p> <p>They must be symptom-free for 48 hours if suffering from sickness and diarrhoea.</p>		
<p><b>Is your unit adequately protected from inclement weather?</b></p> <p>If not, you will need to consider what protection can be provided for the site in question</p>		
<p><b>Is your unit in good repair, capable of being cleaned and pest-proofed?</b></p>		
<p><b>Are all work surfaces and preparation tables sealed, or covered, with an impervious, washable material (e.g. stainless steel, formica, washable table cloth)</b></p>		
<p><b>Have you adequately protected the floor surface in your food preparation areas?</b></p> <p>Where the event is taking place on grass, it is not acceptable to operate without some form of washable floor covering. Indoor floor coverings should be non –slip.</p>		

	Yes	No
<p><b>Do you have adequate refrigeration available, and as it capable of keeping high-risk foods below +8°C throughout the event?</b></p> <p>You must have good separation between raw and ready-to-eat foods at all times The use of cool boxes for storing high-risk foods for long periods of time is not recommended</p>		
<p><b>Do you have adequate freezer storage space available, and does it work properly?</b></p> <p>You must have good separation between raw and ready-to-eat foods at all times</p>		
<p><b>Do you have suitable equipment for cooking and hot holding your food?</b></p> <p>Food must be cooked above +75°C for 30 seconds (or equivalent) Food must be hot held above +63°C</p>		
<p><b>Do you have sufficient preparation space so that cross-contamination can be avoided?</b></p> <p>You must strive to have complete separation between areas used for preparing raw products (particularly meat) and ready-to-eat foods.</p>		
<p><b>Do you have colour-coded chopping boards that are in a good state of repair?</b></p>		
<p><b>Do you have separate, or colour-coded, utensils for both raw and ready-to-eat foods?</b></p>		
<p><b>Are there sufficient wash hand basins for your unit considering its size; number of staff and anticipated food handling practices?</b></p> <p><i>(NOTE: a bowl on its own is not acceptable as a wash hand basin. There must be an effective means of drainage into a waste water container from the wash hand basin).</i></p> <p>Where staffs are split between raw and ready-to-eat products, ideally there should be separate wash hand basins for each area. If not, there should at least be means of disinfecting the wash hand basin after raw food handlers have used it.</p>		
<p><b>Are the wash hand basins supplied with hot and cold running water?</b></p> <p>Using hot water directly from an urn or kettle is not recommended since staffs are unlikely to wash hands properly.</p>		
<p><b>Does your wash hand basin have a suitable waste water container?</b></p> <p>An open bucket is not suitable. The waste water container should have a screw neck on which a lid can be screwed.</p>		
<p><b>Have you got an adequate supply of liquid anti-bacterial soap to last the whole event?</b></p>		
<p><b>Have you got an adequate supply of paper towels for hand drying?</b></p> <p>Cloth hand towels are not recommended</p>		
<p><b>NB: The use of disposable gloves at an event does not excuse businesses from hand washing. Gloves should be changed on a regular basis and hands should be washed each time gloves are changed.</b></p>		
<p><b>Do you have a large enough sink to accommodate all of your food equipment and utensils?</b></p>		
<p><b>Does your sink have an adequate supply of hot and cold running water?</b></p>		
<p><b>Does the waste water drain into a suitable container?</b></p> <p>Not an open bin or bucket.</p>		
<p><b>Have you got separate and suitable waste water containers?</b></p> <p>These must be clearly marked "waste water containers".</p>		
<p><b>Have you got enough fresh water containers?</b></p> <p>These must be marked "fresh water only".</p>		
<p><b>Are your fresh water containers clean?</b></p> <p>Fresh water containers must be disinfected using a Milton type solution and rinsed prior to use. They must also have caps on them to prevent contamination.</p>		
<p><b>Has your unit been thoroughly cleaned since your last event?</b></p>		
<p><b>Do you have an adequate supply of clean cloths?</b></p> <p>Ideally these should be disposable single use only cloths</p>		
<p><b>Do you have an adequate supply of food-safe sanitiser, or disinfectant, which complies with BS EN 1276 &amp; BS EN 13697?</b></p> <p>It is recommended that you use pre-diluted, ready-to-use product - staff must be aware of the minimum required contact time.</p>		
<p><b>Do you have lidded bins for food and other waste?</b></p>		
<p><b>Do you have arrangements for the collection and disposal of waste oil?</b></p>		
<p><b>Do you have a working digital probe thermometer?</b></p> <p>You must have one on site and it must be in good, clean condition and be working.</p>		

	Yes	No
<b>Are sanitising probe wipes available to clean and disinfect the thermometer?</b>		
<b>Do you have a suitable stocked first aid box with brightly coloured plasters?</b> (Usually blue – skin tone is not acceptable).		
<b>Is all electrical equipment and gas equipment suitable maintained?</b> Gas Safe Certificates and evidence of electrical checks (for equipment and any generators) may be requested. Nb electrical cables must be suitably routed or covered with cable ramps.		
<b>Are all gas cylinders appropriately stored?</b> Gas cylinders should be housed in a compartment completely separate from the rest of the unit. It must be ½ hour fire resistant, sealed, and lockable adequately ventilated and labelled. Excess cylinders should be stored in a locked compound.		

**Corrective action to be taken before the event takes place**

You are likely to receive a visit from one of the Food Safety Team Officers during the event. If any of the points described in this checklist have not been addressed, you may be instructed to temporarily close until corrective actions have been taken.

If you are failing to control the risk of cross-contamination, or high-risk foods are not being maintained under proper temperature control, you will be instructed to close until the problem has been resolved. This may also require you to dispose of potentially contaminated food.

You may wish to bring your completed checklist to the event to show the Officer what steps you have taken to ensure that your food is safe.



## Food Concessions - Fire Risk Assessment

**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 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 unit, 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 food concession units.

EVENT					
UNIT NAME AND LOCATION					
DATE/TIME	START		FINISH		
UNIT DETAILS	PERSON IN CHARGE				
	TYPE AND USE OF UNIT				
	SIZE (M2)				
	MAXIMUM OCCUPANCY	STAFF			
PUBLIC			TOTAL		
					ACTION/COMMENT
1. Do you have an inspection / gas safety certificate for the appliances and pipe work ( <i>copy to be available for inspection</i> ) and are all hose connections made with "crimped" fastenings?		YES	NO		
2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?		YES	NO		
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		
4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?		YES	NO		
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		
6. Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spares should be kept to a minimum and in line with any specific conditions for the event</i> )		YES	NO		
7. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?		YES	NO		



8. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO	
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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	
10. Do you ensure replacement cylinders are fitted in the open air away from any sources of ignition?	YES	NO	
11. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	YES	NO	
12. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>(Certificates of compliance will normally be required)</i>	YES	NO	
13. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	YES	NO	
14. Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.	YES	NO	
15. If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	YES	NO	
16. If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	YES	NO	
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? <i>Note: a certificate of compliance will normally be required</i>	YES	NO	
19. Have staff been instructed on how to operate the fire-fighting 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 petrol 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	
25. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>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</i>	YES	NO	N/A

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If 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
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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 3: Use of LPG for Commercial Catering Events, Street Food and Mobile Catering (September 2017).

[www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3](http://www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3)



## Traders and Market Stalls - 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					
UNIT NAME AND LOCATION					
DATE/TIME	START			FINISH	
UNIT DETAILS	PERSON IN CHARGE				
	TYPE AND USE OF UNIT				
	SIZE (M2)				
	MAXIMUM OCCUPANCY	STAFF			
PUBLIC				TOTAL	
		ACTION/COMMENT			
1. Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked?)</i>		YES	NO		
2. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?		YES	NO		
3. Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.		YES	NO		
4. If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>		YES	NO		
5. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?		YES	NO		
6. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>		YES	NO		
7. Have your staff been instructed on how to operate the fire-fighting equipment provided?		YES	NO		

8. 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	
9. 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	
10. Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	YES	NO	
11. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	YES	NO	
12. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>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.</i>	YES	NO	
		N/A	
13. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc.?	YES	NO	
14. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	YES	NO	
15. Are you aware that petrol generators are not permitted on site?	YES	NO	
			ACTION/COMMENT
<b>Do You use LPG?</b> (If 'No' ignore questions 16-25)	YES	NO	
16. Do you have an inspection / gas safety certificate for the appliances and pipework ( <i>copy to be available for inspection</i> ) and are all hose connections made with "crimped" fastenings?	YES	NO	
17. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	YES	NO	
18. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	YES	NO	
19. Are the cylinders located away from entrances, emergency exits and circulation areas?	YES	NO	
20. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	YES	NO	
21. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?	YES	NO	
24. Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spare should be kept to a minimum and in line with any specific conditions for the event</i> )	YES	NO	
25. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	YES	NO	





## 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.





## **Guidance Documentation**

APPENDIX 6

### **General Guidance**

This website will help organisers run events safely. Others may also find the website useful, e.g. contractors, health and safety advisers and workers at events.

[www.hse.gov.uk/event-safety/index.htm](http://www.hse.gov.uk/event-safety/index.htm)

This booklet provides practical guidelines on managing crowds safely

[www.hse.gov.uk/pubns/books/hsg154.htm](http://www.hse.gov.uk/pubns/books/hsg154.htm)

To help those event organisers who are duty holders to manage health and safety, particularly at large-scale music and similar events.

[www.thepurpleguide.co.uk](http://www.thepurpleguide.co.uk)

Guidance on Inflatable Structure Safety [www.pipa.org.uk](http://www.pipa.org.uk)

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)

[www.hse.gov.uk/event-safety/temporary-demountable-structures.htm](http://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm)

### **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)

Food Concessions Fire Risk Assessment. [www.nationalfirechiefs.org.uk/Protection](http://www.nationalfirechiefs.org.uk/Protection)

Traders and Market Stalls Fire Risk Assessment [www.nationalfirechiefs.org.uk/Protection](http://www.nationalfirechiefs.org.uk/Protection)

Temporary Structures Fire Risk Assessment [www.nationalfirechiefs.org.uk/Protection](http://www.nationalfirechiefs.org.uk/Protection)

Code of Practice 24 – Part 3: Use of LPG for Commercial Catering Events, Street Food and Mobile Catering (September 2017)

[www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3](http://www.uklpg.org/shop/codes-of-practice/code-of-practice-24-part-3)