

FIRE RISK ASSESSMENT TEMPLATE FOR EVENTS OR COMPLEX STANDS

<p><i>(insert show name/logo here)</i></p>	<p>Tenancy Dates:</p>	<p>Venue:</p>
	<p>Flyer:</p> <p>Build up:</p> <p>Open:</p> <p>Break down:</p>	<p>Halls in use:</p>
		<p>Rooms in use:</p>
<p>Risk assessment undertaken by:</p>	<p>Responsible Person:</p>	<p>Distribution:</p>
<p>Signed:</p> <p>Date:</p>	<p>Signed:</p> <p>Date:</p>	

Note this can be adapted for complex stands

Hazards	Consequences	Who is at Risk	PxS=R	Fire prevention Controls	PxS=R Action Level
<p>Identify Hazards</p> <p>Identify sources of ignition e.g.</p> <ul style="list-style-type: none"> • Smoking • Hot works • Electrical fault <p>Identify sources of fuel e.g.</p> <ul style="list-style-type: none"> • Waste • Flammable fumes • Stand dressings 	<p>What could result from the hazard?</p> <p>Consider the likely effects of fire such as explosion, fire, smoke inhalation, panic, and fire damage which could lead to any of the following:</p> <p>First aid injury</p> <p>RIDDOR 3 day injury</p> <p>Serious injury – Usually an injury from which full recovery is likely.</p> <p>Death or very serious Injury to one person - Life changing injury from which full recovery is unlikely.</p> <p>Death or very serious injury to more than one person</p>	<p>Who might be harmed?</p> <ul style="list-style-type: none"> • Organiser's staff • Venue staff • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Trespassers • Pedestrians and drivers around the venue • Local inhabitants 	<p>Risk</p> <p>P = Probability S = Severity R = Risk level</p> <p>P x S = R</p>	<p>Is the risk adequately controlled?</p> <p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Do the controls.....</p> <p>Comply with industry standards?</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p>	<p>What is the Residual Risk?</p> <p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no action required</p> <p>See table in footer</p>

Hazard	Who is at Risk	P	S	R	Fire Prevention Controls	P	S	R	Actn Lvl
Sources of Ignition									
Sources of Fuel									

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level		
5. Almost inevitable 4. Very likely 3. Likely 2. Unlikely 1. Very unlikely	5. Multi death or very serious injury 4. Single death or very serious injury 3. Serious injury 2. RIDDOR 3 day 1. Minor/First Aid	Prob	5	5.M	10.H	15.H	20.H	25.H	LOW – no further controls required MED – justify /review for each event day HIGH –immediate action/ further controls needed
		4	4.L	8.H	12.H	16.H	20.H		
		3	3.L	6.M	9.H	12.H	15.H		
		2	2.L	4.L	6.M	8.H	10.H		
		1	1.L	2.L	3.L	4.L	5.M		
			1	2	3	4	5	Severity	

Fire Response Controls

Organiser

List the arrangements you have made to deal with an emergency fire situation e.g.

- Emergency procedures
- Briefing on emergency procedures
- Emergency aisles on plans
- Cleaning to keep emergency aisles and exits clear
- Floor management to keep emergency aisles and exits clear

Venue

List the venue's fire response arrangements e.g.

- Automatic fire protection systems (alarms and sprinklers etc)
- First aid fire fighting equipment (hoses and extinguishers)
- Halls fire and smoke separation
- Control room and CCTV
- Patrols by trained fire safety staff

