

FIRE RISK ASSESSMENT FORM

Please complete in **BLOCK CAPITALS** (Please photocopy more sheets if necessary)

Company Name:	
Address:	
Name of Assessor:	
Date of Assessment:	
Signature of Assessor:	

<p>If a marquee is being used, is it privately owned? - Yes/No</p> <p>If yes, please provide details of fire retardant protection or supply relevant fire certificate</p> <p>.....</p> <p>If no, please enclose a copy of fire protection certificate from supplier.</p>

Are suitable & sufficient fire extinguishers available? Yes No (The provision of suitable extinguishers, tested in last 12 months, is obligatory)

Number and Type of extinguishers: Lincolnshire Fire and Rescue can be contacted for advice on 01522 580300

HAZARD	SEVERITY *	LIKELIHOOD**	PERSONS AT RISK	CONTROLS TO MINIMISE RISK (What measures are currently in place to remove or reduce risks)	ACTIONS REQUIRED (If further measures are required, please outline)
e.g. Petrol Storage on trade stand.	i.e. if the petrol were to ignite.	i.e. How likely for petrol to come into contact with ignition source?	Members of the public, staff and other exhibitors	Store petrol in suitable container, reduce volume of stored fuel to minimum, suitable fire extinguisher	

* **SEVERITY:** 1 - **Very Low** (remote possibility of harm) 2 - **Low** (slight injury, minor first aid) 3 - **Medium** (some injury, not too serious) 4 - **High** (serious injury or damage) 5 - **Very High** (could cause death or widespread injuries)

****LIKELIHOOD:** 1 - **Very Low** (unlikely to happen) 2 - **Low** (may occur at some time) 3- **Medium** (likely to occur at some time) 4 - **High** (likely to occur) 5 - **Very High** (very likely to occur soon)

BROCKLESBY COUNTRY FAIR, SUNDAY 24th JUNE 2012
Health and Safety Information Pack

Guidelines for the completion of Fire Risk Assessment Form overleaf to be completed by all Exhibitors and Demonstrators

By using the guidelines below **please consider the risk** to those erecting and using trade stands and to the members of the public. Outline the steps that you will take to minimise that risk in the table overleaf. If in your opinion there is no risk please print **NO RISK** and return the form.

HAZARD	WHO MIGHT BE HARMED	IS MORE ACTION NEEDED TO CONTROL THE RISK
<p>Identify only hazards that could reasonably expect to result in a fire or injury to persons if a fire was to start. (Sources of Fuel, sources of ignition) Use the examples below as a guide.</p>	<p>No need to list individuals by name: Identify groups of people in and around the area being assessed. Identify people especially at risk.</p>	<p>Have sufficient measures already been taken to remove or reduce the risk? Are additional controls required?</p>
<p>Escape Routes.</p> <p>Electrical Equipment (Is it well equipped, tested? Are staff trained in its use?)</p> <p>Gas Cylinder Storage and ancillary pipe work (Are you using LPG or equivalent?)</p> <p>Trailing cables/extension leads.</p> <p>Smoking.</p> <p>Do staff know what to do in the event of a fire?</p> <p>Rubbish and waste removal.</p> <p>Storage of combustible materials.</p> <p>Location of hot work, e.g. machinery demonstrations.</p> <p>Furnishings and Decorative finishes</p>	<p>Members of the public</p> <p>Maintenance personnel</p> <p>Operators</p> <p>Cleaners</p> <p>Staff and members of the public with disabilities</p> <p>Inexperienced staff</p> <p>Lone workers</p> <p>Volunteers</p>	<p>Do the precautions already taken for the hazards listed overleaf:</p> <ul style="list-style-type: none"> • Meet the standards set by a legal requirement? • Comply with recognised industry standard? • Represent good practice? • Reduce risk as far as is reasonably practicable? <p align="center">Have you provided:</p> <p>Adequate information, instruction or training?</p> <p>Adequate systems or procedures?</p> <p>If yes, then indicate the precautions you have taken in the 'Controls' column overleaf.</p> <p>If no, the risk is not adequately controlled. Indicate what more you need to do.</p>