

Fire safety risk assessment with temporary structure

Name of event	Location and address of event	Date of event	Number of days
Nearest fire station and address	Communications to be used	Floor area of event (m2)	Maximum capacity
Temporary structures	Floor area of temporary structures (TS) (m2)	Maximum capacity of TS	Name of person conducting FRA

Utilities at the event (tick all boxes that apply):

Electricity (mains) Electricity - diesel generator (petrol is not permitted) LPG (bottle gas) Water

Fire hazards

Sources of ignition (list all below)
Source of fuel (list all below)

Source of oxygen (list all below)

Persons at risk

List who could be at risk							
Occupancy level of event				Occupancy level of temporary structure			
Organisers	Stewards	Other	Public	Organisers	Stewards	Other	Public

Disabled access to event: Yes: No:

Disabled access to temporary structure Yes: No:

Additional information: e.g. Age range, behavioural profile, mobility, standing, dancing area etc.

Evaluate the risk

General	Yes	No	Notes
Will sources of fuel and heat/sparks be kept apart?			
Provision and protection of escape routes	Yes	No	Notes
Does the temporary structure have only one exit?			

If YES to the question above, is the travel distance less than 6.5m to an exit?			
Will the temporary structure hold more than 50 people persons?			
Is there direct access to the exits?			
Is there seating/tables?			
Are ramps to be used?			
Does the structure have exit doors?			
Does the structure have exit wall flaps?			
Does the structure have guy ropes, tent pegs or stakes?			

Lighting and signage	Yes	No	Notes
Will lighting be installed in the temporary structure?			
Will the temporary structure be used during the hours of darkness?			
Will exit and exit directional routes signage be displayed?			
Are Fire Action Notices displayed?			
Fire detection and fire warning	Yes	No	Notes
Will fire detection and fire warning devices be fitted?			
Fire fighting equipment	Yes	No	Notes
Are fire extinguishers to be provided?			

Will there be catering?			
Fire Action Plan	Yes	No	Notes
Are there appropriate fire procedures in place?			
Steward Training	Yes	No	Notes
Are stewards/marshals given instructions and training in fire safety arrangements?			

From the find of the fire risk assessment, the level of risk is deemed to be:

Possibility of fire starting: Low Medium High

Consequences for life safety: Low Medium High

Record, plan and train (all to be completed before the event takes place)

Findings	Action	Date of completion	Signature

Occupancy levels for a temporary structure

To calculate the maximum occupancy level of any enclosed area you will need to find out/measure the floor are (in metres), deduct the area set aside for access/gangways etc and then multiply the revised figures by the factors given below.

Description of floor space	Floor space per person (m ²)	Notes
Standing area	0.5	<p>These floor space factors are for guidance only and should not be taken as the only acceptable densities. Where the number of seats is known this should be used in preference to the floor space factors.</p> <p>a) If the number and length of benches is known, a factor of 500mm per person is used.</p> <p>b) Alternatively, a factor of 0.4m² may be used over the gross area of gangways and other clear circulation space between stalls and stands.</p>
Dance floor, concourse, queuing area	0.7	
Individual seating	0.5	
Bench seating	0.5 (see note a)	
Restaurant area, table and chair arrangements etc.	1.5	
Bars without seating and similar refreshment areas	0.5	
Exhibition	1.5 (see note b)	

Examples as follows:

1. Standing Spectators Area - Area of space = 100m² (10m x 10m). Maximum occupancy = $100\text{m}^2/0.5 = 200$ people.
2. Eating Area - Area of space = 100m² (10m x 10m). Maximum occupancy = $100\text{m}^2/1.5 = 67$ people.
3. Individual Seating in Rows - Area of space = 100m² (10m x 10m). Presentation space at front = 30m² (3m x 10m), Central Gangway and 2 side Gangways = 21m² (3m x 7m), Seating Areas (2 blocks) = 49m², maximum number of seats = $49\text{m}^2/0.5 = 98$ seats.
4. Exhibition Area - Area is space = 100m² (10x10m). Maximum occupancy = $100\text{m}^2/1.5 = 67$ people.