

# Event fire risk assessment guidance notes

Fire starts when heat (sources of ignition) comes into contact with fuel (anything that burns) and oxygen (air). Therefore sources of ignition and fuel need to be kept apart.

## Step 1 - Identifying the fire hazards

All fire hazards should be identified including those relating to the individual activities, equipment, and temporary structures. A hazard is something with the potential to cause harm. The following should be taken into account:

- Sources of ignition, such as smokers, naked flames, heaters, cooking equipment, lighting equipment, arson, faulty electrical equipment, generators, fireworks
- Sources of fuel, such as textiles, soft furnishings, clothing, flammable liquids, cooking oil, chemicals, decorations, packaging, plastic, rubber, waste, gasses
- Sources of oxygen such as air, chemicals, and cylinders

This list is by no means exhaustive and care should be taken to identify any other hazards associated with the activities at the event.

## Step 2 - Identifying those at risk

For each hazard identified, list all those who may be affected. Do not list individuals by name, just list groups of people. The following should be taken into account:

- Stewards
- Employees
- Volunteers
- Contractors
- Vendors, exhibitors and performers
- Members of the public
- Disabled persons
- Children and elderly persons
- Potential trespassers, and arsonists
- Expectant mothers
- Local residents

## Step 3 - Evaluate, remove, reduce and protect from risk

Start off by thinking about findings from step 1 and 2. What are the risks of a fire starting and what are the risks to the people involved in the event? Then remove and reduce the hazards that may cause a fire.

- Have you assessed the risk of fire at your event?
- Have you assessed the risk to all event attendees?
- Have you kept sources of fuel and heat/sparks apart?
- If someone wanted to start a fire deliberately, is there anything they could use?
- Have you removed fuel from site?

- Do you know if temporary structures are fire retardant?
- Will there be temporary heaters?
- Will there be any performers that use flammable liquids or naked flames?
- Have you protected any temporary structures from accidental fire or arson?
- Will you know if there is a fire?
- Do you have a plan to warn others if there is a fire?
- Who evacuates the event and temporary structures if there is a fire?
- Who will call the fire service?
- Could you put out a small fire quickly to prevent it spreading?
- Have you planned an escape route?
- How do you ensure people find their way out, even at night and during lighting failures?
- Does your safety equipment work?
- Are staff trained to use safety equipment?
- Is there emergency access for emergency vehicles?
- Waste and combustible material to be removed from site?
- How are fireworks to be fired and stored?

#### **Step 4 - Record, Plan and Train**

- Keep a record of fire hazards and what you have done to reduce or remove them
- A clear plan of how you are going to prevent fire and keep people safe in the event of a fire
- You need to train staff so that they know what to do in the event of a fire

#### **Step 5 - Review**

- Review the fire risk assessment regularly as over time risks may change
- If changes are made then all staff need to be informed and re-trained
- Compliance with legislative standards, codes of good practice and British Standards
- Whether or not the existing controls have reduced the risk as far as is reasonably practicable