

The professional voice of the UK Fire & Rescue Service

**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. |
|  |
|  | *Continue on separate sheet if necessary* |

|  |  |
| --- | --- |
| Responsible Person: | ……………………………………………………………....................................................................................... |
|  | Signature |  | Print Name |  | Date |
| 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](https://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%2C-November-2014.pdf)

Code of Practice 24: Part 4 - Use of LPG Cylinders: The Use of LPG for Catering at Outdoor Functions (March 1999)

[www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-at-outdoor-functions-march-1999/](http://www.uklpg.org/shop/codes-of-practice/use-of-lpg-cylinders-the-use-of-lpg-for-catering-at-outdoor-functions-march-1999/)