

## Fire Risk Assessment Checklist

*This document is to assist the owner/occupier of any market stall, food outlet, marquee or funfair at any outdoor event in complying with their obligations under section 18 of the Fire Services Acts 1981-2003.*

- |   |   |     |    |
|---|---|-----|----|
| 1. Do you have an adequate number of fire extinguishers and fire blankets available in prominent positions and easily available for use?  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 2. Have your fire extinguishers been tested within the last 12 months?<br><i>(A certificate of compliance is required)</i>  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 3. Has your staff been instructed on how to operate the fire extinguishers?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 4. Has your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 5. Have the fixed electrical installations and /or generators been tested by a suitably competent and qualified person?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 6. Are you aware that petrol generators are not permitted on site? Are the diesel generators barriered off?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 7. Have you identified all ignition sources and ensured that they are kept away from combustible materials?   | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 8. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident? | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 9. Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of the reach of the public?  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 10. Are you aware that persons should not be allowed to sleep within the units  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 11. Are the structure, roofing, and walls of your stall or unit flame retardant?<br><i>(A certificate of compliance is required)</i>  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 12. Are all exits of adequate width and provided with directional signage (if required)?<br>Are all exits maintained available, unobstructed, and unlocked at all times the unit is in use?                     | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 13. Are the furnishings and fittings certified as flame retardant?  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |
| 14. If you intend to trade during the hours of darkness, do you have sufficient lighting inside your unit?  | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">Yes</td> <td style="padding: 2px 10px;">No</td> </tr> </table> | Yes | No |
| Yes   | No  |     |    |

15. If the normal lighting failed would the occupants be able to make a safe exit? (Consider back up lighting)	Yes	No
16. Are all gas fire units at least 6m apart?	Yes	No
17. Are your gas installations certified to IS 820 by a qualified competent person?	Yes	No
18. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	Yes	No
19. Do the shields provide an adequate and effective barrier of at least 600mm between the heat source and any combustible material	Yes	No
20. Have you ensured that no combustible materials can be blown against, or fall onto the cooking appliance?	Yes	No
21. Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	Yes	No
22. Are all surplus gas cylinders and fuels removed from site?	Yes	No
23. Are the gas cylinders reading accessible to enable easy isolation in care of an emergency?	Yes	No
24. Are the cylinders located away from entrances, emergency exits, circulation Areas and are they protected against vehicular impact?	Yes	No
25. Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?	Yes	No
26. Do you ensure replacement cylinders are fitted in the open air away from the Sources of ignition?	Yes	No
27. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	Yes	No
28. Has access to authorised areas been adequately barriered off?	Yes	No
29. Can the emergency services access all applicable areas easily?	Yes	No

**If the answer to any of the above questions is “NO”,  
please detail the actions you have taken to remedy the situation.**

<div>Continue on separate sheet if necessary</div>
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**Responsible Person :**

_____	_____
<b>Signature</b>	<b>Print Name</b>
<b>Date</b>	

**Designation :**

\_\_\_\_\_

**Company :**

\_\_\_\_\_

\_\_\_\_\_

**PLEASE NOTE**

THIS DOCUMENT WHEN COMPLETED SHALL BE FORWARDED TO THE EVENT SAFETY  
OFFICER WHO IS THE RESPONSIBLE PERSON FOR HEALTH & SAFETY AT THE EVENT