

Fire Risk Assessment

For Food Concession Stands at Open Air Events



CORNWALL
FIRE & RESCUE SERVICE
A service of Cornwall Council

Working together to make **Cornwall safer**

Summary

This fire risk assessment template is designed to be used by small food concession traders and market stall holders operating at outdoor events. It is suitable for most food concession stands where customers do not enter a structure.

It is not suitable for units or stands where customers enter a structure (all tents and buildings or where fixed structures that will restrict the movement of people), for complex large scale structures or operations which would require a more in depth fire risk assessment.

If you need a more in depth fire risk assessment template, please refer to our fire risk assessment for small and medium size businesses:

<http://www.cornwall.gov.uk/firerisktemplate>

Introduction

The Fire Safety Order came into force on 1 October 2006. It places responsibility on those who are best placed to address fire safety and ensure that risks which necessarily change over time are kept under review. Under the Fire Safety Order a 'responsible person' (usually the owner, landlord, employer, or occupier of a business or industrial premises) must carry out a fire risk assessment. Responsible persons under the Order are required, following a risk assessment to implement appropriate fire safety measures to minimise the risk to life from fire; and to keep the assessment up to date.

From the date these Regulations came into force, it became a requirement for all responsible persons to:

- Carry out a fire risk assessment of the workplace, taking into consideration all employees and all other people who may be affected by a fire in the workplace and to make adequate provision for any disabled people with special needs who use, or may be present in the premises.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If five or more people are employed, it is a requirement that these significant findings are recorded (however it is recommended that a written record is produced on all occasions to assist with the process of ongoing reviews).
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace; and
- Provide information, instruction and training to employees about the fire precautions in the workplace

Further guidance can be found in a series of guides produced by the Department for Communities and Local Government (CLG) at:

www.cornwall.gov.uk/firesafetyguides

For record keeping we have also produced a fire safety logbook which will assist you in the management of your control measures, it can be downloaded from:

www.cornwall.gov.uk/firelogbook

Disclaimer

Cornwall Fire and Rescue Service provide this guide to assist businesses to improve fire safety in their premises, but stress the person completing or reviewing the fire risk assessment must be competent. If you choose to get advice or a specialist to complete your fire risk assessment, you are still legally responsible for the fire safety in your premises and the fire risk assessment.

This template will give you an example of a fire risk assessment and illustrate some of the areas you should consider. It must be stressed that it is only a guide, and you must ensure that your fire risk assessment is suitable and sufficient, and detailed enough to comply with the Regulatory Reform (Fire Safety) Order 2005.

The content of the fire risk assessment and the identification and addressing of any significant findings are the responsibility of the responsible person.

The use of this fire risk assessment template will not prejudice any enforcement action that may be taken by Cornwall Fire and Rescue Service as a result of any fire safety deficiencies found during an audit, and does not automatically demonstrate compliance with the law.

The Fire Service cannot carry out the risk assessment for you, but they can give you information and advice on appropriate measures to protect your premises from fire.

If after reading this guide you still feel you need more information about appropriate measures to take, you can contact your a fire safety officer from Cornwall Fire and Rescue Service for advice on:

Email: protection@fire.cornwall.gov.uk

St Austell Community Fire Station

Tel: 01726 223620 (office hours 9am – 5pm)

24 hr Fire Safety Advice

Tel: 0800 3581 999

1. Premises particulars

Specify the following particulars:

- Company Name and location of the unit or stall
- Registered Company Address
- Mobile telephone number
- Name of the Responsible Person (owner/employer/person(s) in control of the workplace)*
- Name, date and position of the lead risk assessor (the original author of the risk assessment)
- Name, date and position of the person who reviewed the fire risk assessment

* The “Responsible Person” concept is hierarchical. It starts with the employer; if someone is employed, the employer is responsible for compliance with the Fire Safety Order. If no-one is employed, it is the person in control of the unit or stall.

2. Provide a general statement of policy

A safety policy is a written statement of an employer’s intent to ensure the safety of their employees. The purpose of the safety policy is to give clear commitment to comply with the relevant Regulations.

Example:

“It is the policy of (employer/company/etc.) to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The company will provide and maintain safe working conditions, equipment and systems of work for all employees, and to provide such information, training and supervision as they need for this purpose.

The company will give a high level of commitment to health and safety and will comply with all statutory requirements.”

Fire Risk Assessment

1. Premises details

Company Name:	Name of the Responsible Person (unit or stall holder):
Location of Unit / Stall:	Registered Company Address:
Mobile Tel:	Post Code: Tel:
Date of Assessment (dd/mm/yyyy): Name of Lead Risk Assessor: Position:	Date of Review (dd/mm/yyyy): Risk Assessment Reviewed by: Position:

2. General statement of policy

Signed:	Print Name:	

Answer all questions in this section

Do you have an inspection / gas safety certificate for the appliances and pipe work (copy to be available for inspection) and are all hose connections crimped?

Yes No N/A

If you answered 'No', please detail the actions you have taken

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 N/A

If you answered 'No', please detail the actions you have taken

Do the shields provide an adequate and effective barrier of at least 600mm between the heat source and any combustible material?

Yes No N/A

If you answered 'No', please detail the actions you have taken

Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?

Yes No N/A

If you answered 'No', please detail the actions you have taken

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 N/A

If you answered 'No', please detail the actions you have taken

Do you ensure that only those cylinders in use are kept at your unit/stall (spares should be kept to a minimum and in line with any specific conditions for the event)?

Yes No N/A

If you answered 'No', please detail the actions you have taken

Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?

Yes No N/A

If you answered 'No', please detail the actions you have taken

Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you answered 'No', please detail the actions you have taken	
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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you answered 'No', please detail the actions you have taken	
Do you ensure replacement cylinders are fitted in the open air away from the sources of ignition?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you answered 'No', please detail the actions you have taken	
Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you answered 'No', please detail the actions you have taken	
Is the structure of your stall or unit flame retardant (roofing, walls and fittings, a certificate of compliance will normally be required)?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you answered 'No', please detail the actions you have taken. If you answered 'N/A', it is assumed that cooking appliances are not used.	
Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you answered 'No', please detail the actions you have taken	
Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
If you answered 'No', please detail the actions you have taken	

If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit? Yes No N/A

If you answered 'No', please detail the actions you have taken

If you intend to trade during the hours of darkness, if the normal lighting failed would your staff be able to make a safe exit (consider back up lighting)? Yes No N/A

If you answered 'No', please detail the actions you have taken

Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? Yes No N/A

If you answered 'No', please detail the actions you have taken

Has the fire-fighting equipment been tested within the last 12 months (a certificate of compliance will normally be required)? Yes No N/A

If you answered 'No', please detail the actions you have taken

If you have provided fire-fighting equipment, has your staff been instructed on how to operate the fire-fighting equipment? Yes No N/A

If you answered 'No', please detail the actions you have taken

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? Yes No

If you answered 'No', please detail the actions you have taken

Have you identified all ignition sources and ensured that they are kept away from combustible materials? Yes No

If you answered 'No', please detail the actions you have taken

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? Yes No

If you answered 'No', please detail the actions you have taken

Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public? Yes No N/A

If you answered 'No', please detail the actions you have taken

If any staff sleep in the stall, do you have working smoke detector(s) and a clear exit route at night? Yes No N/A

Note: Sleeping in high risk areas should not be allowed and some Fire Authorities and events **DO NOT** allow any sleeping within units

If you answered 'No', please detail the actions you have taken

If you use electrical equipment have you considered the fuse rating, the location of the cables, connectors and plugs especially near ignition sources or where rain may short circuit the power? Yes No N/A

If you answered 'No', please detail the actions you have taken

If you use a petrol generator, have you confirmed if you are permitted to use it onsite (there may be specific control measures)? Yes No N/A

If you answered 'No', please detail the actions you have taken