

## APPENDIX E



# FIRE RISK ASSESSMENT

<b>Date</b>	July 2017	
<b>Version</b>	1.0	
<b>Review</b>	July 2018	
<b>Owner</b>		

# FIRE RISK ASSESSMENT

BINGLEY LIVE MUSIC FESTIVAL 2017

Employees have a general duty to ensure, so far as is reasonably practicable, the safety of employees, a general duty in relation to non-employees to take such fire safety measures as it is reasonable to take to ensure the safety of persons lawfully on the premises and in the vicinity in respect of harm caused by fire, and a duty to carry out an assessment to identify risks to safety in respect of harm caused by fire.

<b>DATE:</b> Assessment made July 2017	<b>LOCATION:</b> Myrtle Park Bingley , Bradford		<b>NO OF PEOPLE: 15,000</b> <b>PEOPLE ESPECIALLY AT RISK:</b> Public, Council staff, Sub Contractors <b>HOW MANY LONE WORKERS:</b> none	
<b>ASSESSMENT CRITERIA</b>	<b>RECOMMENDED CONTROL MEASURES</b>	<b>TICK IF OK PUT 'X' IF A PROBLEM</b>	<b>RECOMMENDED ACTIONS AND COMMENTS</b>	<b>MANAGER'S COMMENTS</b>

<b>FIRE PRECAUTIONS</b>				
1. Does the event have a fire log book?	a) The Fire log book kept on site, in Event control	✓	Yes the venue has its own fire team who manage this	An assessment of all fire risks will be undertaken and the appropriate measures put in place
<b>SOURCES OF IGNITION (Check, inspect and control)</b>				
2. Any portable gas appliances? (Specific guidance on LPG heaters, cookers and storage of LPG cylinders may be required).	a) Replace naked flame and radiant heaters with convector heaters or central heating system. b) Use to manufacturer's recommendations. c) Keep away from sources of combustion. d) Do not leave switched on overnight or in unoccupied areas.	✓	None in the building, provided by venue and mains connected by Gas Safe Technicians. There are two flame systems as part of the event and these are covered by risk documentation and fully installed and managed by the	

	<ul style="list-style-type: none"> <li>e) All Catering units carry certification as to the testing of all gas appliances</li> <li>f) Minimum LPG cylinders kept near catering units</li> <li>g) Storage area for LPG cylinders away from public access and in locked secured fenced area, strict control and monitored 24hrs</li> </ul>		<p>supplier, inspection and testing by concerned parties is welcomed</p> <p>LPG gas will be used to cook and will be used in strict accordance with the manufactures instructions</p>	
3. Any electrical equipment (portable and fixed installation)?	<ul style="list-style-type: none"> <li>h) Portable electrical equipment should be tested at least annually (or at other intervals in the light of experience.)</li> <li>i) Check test stickers on appliances for date of last Portable Appliance Tests (PAT tests).</li> <li>j) Ensure fixed installation is inspected at intervals specified in BS 7671:1992 (formerly 16<sup>th</sup> Edition Wiring Regulations) e.g. every 5 years.</li> <li>k) Ensure that socket outlets are not overloaded. (Check electrical equipment to ensure load on the socket outlet does not exceed 13 Amps.)</li> <li>l) Remove multi-plug adapters (adapter blocks that fit directly into the socket outlet) and use a multi-gang extension sockets (multi-extension plugs).</li> </ul>	✓	<p>Inspection once per year all equipment brought onto the event site by the contractors and sub contractors will have been inspected and carry PAT information.</p> <p>The contracted electricians are able to undertake any electrical inspection and test as required if they see fit.</p> <p>All electrical equipment fully protected by RCD and MCB breakers</p> <p>All contractors to satisfy event management and Venue on this matter</p>	Annual inspection by electricians on site.
4. What are the smoking arrangements?	<ul style="list-style-type: none"> <li>m) Demarcate safe smoking areas for staff and service users. Ensure prohibition on smoking in the workplace.</li> <li>n) Provide receptacles for cigarette ends and other smoking materials. (Separate from other litter bins/receptacles.)</li> </ul>	✓	<p>Non Smoking in any enclosed spaces as per the regulations relating to smoking.</p> <p>No smoking signs in place</p>	
5. Grinding Operations.	<ul style="list-style-type: none"> <li>o) When using grinding equipment there must be no presence of combustible materials nearby.</li> <li>p) Have an appropriate fire extinguisher nearby and a fire watch if</li> </ul>	✓	<p>The activity will only take place in controlled areas an unlikely when public are on site. Or as part of emergency repairs. Permits to work</p>	

	<p>required.</p> <p>q) Grinding operation are only to be carried out by trained operators and using the correct equipment for the task.</p> <p>r) SSW must be available and adhered to whilst grinding.</p> <p>s) The Abrasive wheel must be free from combustible materials nearby.</p> <p>t) Issue permit to work where applicable.</p>		must be obtain from the event production office.	
6. Use of Handheld inspection lamps (where applicable)	<p>u) Handheld inspection lamps must be low voltage and the cable kept to a minimum.</p> <p>v) Handheld inspection lamps must be intrinsically safe; the bulb must be sealed and contained.</p>	✓	Inspection Lamps not used	
7. Any heat generating processes such as incineration, cooking, welding, etc.?	<p>w) Ensure equipment is used in accordance with manufacturer's recommendations and properly maintained.</p> <p>x) Ensure suitable extraction is in place and equipment is maintained in accordance with manufacturer's instructions. (Filter cleaning/replacement, etc.)</p> <p>y) Ensure ducts and flues are regularly maintained/cleaned.</p> <p>z) Ensure suitable firefighting equipment available nearby.</p> <p>aa) Ensure use of hot work 'permits to work' by contractors.</p>	✓	<p>All temporary cooking equipment to be fully inspected and signed off as fit for use. The equipment install /used and signed off by Venue, if any of this will be provided by the venue .</p> <p>LPG gas used to fuel the cookers</p>	
<b>COMBUSTIBLE MATERIALS (Remove, reduce and control)</b>				
8. Safe use of petrol and fuel.	<p>bb) Petrol must be appropriately stored in appropriate containers and quantities kept to a minimum.</p> <p>cc) Petrol cans must not be stored in the portacabins.</p> <p>dd) Where people are working with petrol all precautions must be adhered to and SSW must be available.</p> <p>a) Petrol or contaminated fuel must only be drained using the</p>	✓	<p>The only petrol is for the use in road transport. No petrol generators will be allowed on site.</p> <p>Any fuel for Vehicles will be stored in the correct location away from the public and with the correct firefighting equipment on hand.</p>	

	<p>appropriate intrinsically safe equipment and by trained operators.</p> <p>b) Contaminated fuel must be removed from the premises as soon as practicable by appropriate environmental methods.</p>		.	
<p>9. Any build up of combustible materials. (E.g. paper, cardboard or wood.)</p>	<p>c) Waste collection taking place at all times by contractor.</p> <p>d) Arrangements for disposal of waste should be adequate to prevent a build-up. Provide secure storage away from main building.</p> <p>e) Prevent unauthorised access to combustible materials.</p> <p>f) All areas of mains distribution and other similar areas to be free of combustible materials.</p>	✓	<p>A full waste management program is detailed in chapter 16.</p> <p>All waste is cleared at regular intervals and taken to sorting and packing area away from the public arena.</p>	
<p>10. Any flammable or highly flammable materials or substances on site? E.g. some solvents, paints, glue and aerosols. (Risk assessment of dangerous substances is required)</p>	<p>a) Avoid use of flammable materials and substances, or reduce levels to the minimum required for the undertaking.</p> <p>b) Replace substances with less flammable substances.</p> <p>c) Ensure flammable substances are handled, transported, stored and used properly. (Has a risk assessment been carried out? Has information/training been provided?)</p> <p>d) Store highly flammable substances in fire resisting stores or cabinets and away from ignition sources. Do not store in plant rooms (e.g. electrical switch rooms, boiler rooms).</p>	✓	<p>If flammable materials are used the appropriate licenses will be sought if required, none planned at the date of this document.</p>	
<p>11. Is any rubbish stored externally (e.g. waste skips, bins, etc.)</p>	<p>e) Wherever possible:</p> <ul style="list-style-type: none"> <li>Waste skips should be kept locked wherever possible and stored 10 meters from buildings and plant.</li> <li>Metal wheel bins at least 6 meters.</li> <li>Plastic wheel bins at least 10 meters.</li> </ul> <p>f) Chain or secure wheeled containers away from buildings. Consider secure storage for other waste containers, particularly where there is a risk of arson.</p>	✓	<p>A rolling program of waste removal from site is in place the whole event</p>	

	g) Do not store loose combustible waste within 2 meters of site perimeter, or 6 meters of buildings.			
<b>SOURCES OF OXYGEN (Reduce)</b>				
12. Can steps be taken to reduce the potential sources of oxygen to a fire?	a) Close all windows, doors and other openings to cabins if not required for ventilation and safe operation of equipment (e.g. gas fired equipment) particularly out of working hours.  b) Do not store oxidizing materials near to any heat source or flammable materials. (Check COSHH assessments and/or product data to identify oxidizing materials.)  Control the use and storage of oxygen cylinders (secure racking/storage, etc.)	✓		
<b>STRUCTURAL FEATURES (Control fire spread)</b>				
13. Any work taken place (or proposed) that may affect the Fire Safety of the Premises.	a) Check for changes to exit routes, doors, exits, etc.. Alterations to buildings will normally require the approval of a Fire Officer.	✓	The exit routes are checked before any public allowed on site all emergency exits manned when public are on site	
14. Any combustible materials covering substantial wall/ceiling areas?	b) Remove or treat wall/ceiling linings that present a risk. E.g. large areas of chipboard or hardboard walls or ceilings, also synthetic wall or ceiling coverings such as polystyrene tiles.	✓	None Known	

15. Is there clear access to electrical Generators?	<p>c) All temporary power supplies are free of obstructions, allowing unrestricted access to equipment (fuse boxes, switchgear) for maintenance and emergency situations.</p> <p>d) Storage of materials near to electrical switchgear (fuse boxes, switchgear, etc.) should be avoided.</p>	✓	All Clear and inspected by Council and Event Safety Advisor.	
16. Does the building contain suspended ceilings?	<p>e) Areas with suspended ceilings must be separated from escape routes (corridors, stairways) with fire resisting partitions. Fire-resisting partitions must continue to the main structure of the building (i.e. no gap in the ceiling void through which fire could spread).</p> <p>f) If services (e.g. electric cables) are present in the void, fire detection equipment will normally be required in the void and on the suspended ceiling. Fire detection in both areas may also be required where there is a deep ceiling void.</p>		<p>Not applicable all drapes and materials all fully certificated and fire proofed documents will be held in event control</p> <p>Not applicable</p>	
17. Structure and installations help prevent fire spread?	g) Has work taken place which may have made holes in walls or damaged any fire resistant wall/ceiling linings? E.g. new doors, glazed screens.		Not applicable	
18. Ventilation	h) Ensure that local exhaust ventilation is switched off when not in use and isolated in the event of an emergency.		Not applicable	

19. Is there a risk of arson?	i) Do security systems minimise risk of unauthorised access (reducing potential for arson)?	√	Controlled access to Event site by Security personnel. Site crew and Safety Advisor monitoring site at all times and patrolling venue. Working in conjunction with event security and stewards	
<b>FIRE DETECTION AND WARNING (Alerting building occupants)</b>				
20. Any smoke/heat detectors?	a) Consider installation in 'high risk' areas and unoccupied areas e.g. basements, boiler houses. b) Ensure a competent engineer carries out back-up power supply checks at least every three months. Check for record in fire logbook. c) Ensure competent engineer services detectors at least annually. Check for record in fire logbook.		Not applicable on this event	
21. Fire call points (break glass)?	d) Occupier to ensure operation of a different call point (or detector) weekly (different zone each week). Ensure record of test made in fire logbook. e) Ensure a competent engineer services call points at least annually. Check for record in fire logbook.		Not applicable on this event	



22. Are bells/sounders used to give warning of fire?	<p>f) Consider the use of an automatic fire warning system where other methods of raising the alarm are used.</p> <p>g) In noisy areas (where audible signals may not be heard) alternative types of alarm may be necessary. E.g. visual alarms, vibrating systems.</p> <p>h) It must be ensured that people with impaired hearing can perceive an audible alarm system, or can be alerted by other people.</p> <p>i) Test fire warning system weekly at a set time. Is it clearly audible under normal working conditions? Check for record of test in fire logbook.</p> <p>j) Ensure competent engineer services alarm system at least annually. Check for record of service in fire logbook.</p>	✓	<p>Claxon available for use if necessary.</p> <p>Evacuation procedure in Event contingency plan chapter 13.</p>	
23. Can fires be readily detected and staff warned promptly?	<p>k) Check issues raised from the questions given above. Have fire drills revealed any relevant issues? (E.g. lack of staff awareness, unable to hear alarm in certain areas.)</p>	✓	<p>All event staff will be asked to be vigilant and work with Event safety team. Security and stewards are briefed to be vigilant and report any issues. All in radio contact with security control manned during event hours, and fire response units onsite during event times. Night security patrol team.</p>	
<b>MEANS OF ESCAPE AND ESCAPE TIMES (Safe egress)</b>				
24. Do escape routes lead in different directions to places of safety? (I.e. a place beyond the building in which a person is no longer in danger.)	<p>a) Escape routes should be short enough to enable all people in the building to get to a place of safety, outside the building, in about two to three minutes.</p> <p>b) If there is, only one means of escape (e.g. one staircase) people should be able to reach a final exit door, protected staircase/refuge, or point with more than one route within one minute.</p>	✓	<p>All of the venues own exits routes will not be blocked in any way and the number attending can escape within 15 mins of evacuation being triggered.</p>	

25. Are doorways wide enough? (Assume that the largest exit door is unavailable. Therefore the remaining doorways should be capable of providing satisfactory exit for those present.)	c) Doorways should be at least 750 mm wide when up to 40 people per minute expected to use exit route. No less than 1 meter wide when up to 80 are expected. Increase of 75mm for each additional group of 15 people. d) Where doors are likely to be used by wheelchair users the doorway should be at least 800mm wide.	✓	Portacabins comply with building regs. Exit routes with direct route away from the venue, external lighting after dark as part of the event check the event safety will check all exits and these inspections will be noted as part of the event log. All obstructed exits or one blocked by drapes with have additional maintained exit signs in place	
26. Are corridors wide enough?	e) Corridors should generally be a minimum of 1 meter wide. Areas used by wheelchair users require a minimum width of 1.2 meters. In large buildings corridor width may need to be greater.	✓	Portacabins - Complies with building regs. And temporary setting units will comply were practical in relation to DDA regulations	
27. What is the condition of escape routes?	f) Escape routes must be free from obstructions and trip hazards. Consider the need to mark escape routes (e.g. lines on floor) where routes are blocked/obstructed. g) Escape routes must be free from any obstacle that may cause undue delay to disabled people (e.g. raised thresholds or steps). Where minor changes of level cannot be avoided a ramp conforming to BS 5810 should be provided. h) Are stairs in good condition?	✓	Routine inspection at all times free of trip hazards and obstructions.	

23. Escape routes - continued.	<ul style="list-style-type: none"> <li>i) Changes in level that are not obvious should be marked to make them conspicuous.</li> <li>j) Escape routes must be free of; temporarily stored items, waste bins, electrical equipment (other than security and emergency systems).</li> </ul>	✓	<p>Marked in line with regs.</p> <p>All exit routes fully sign posted and illuminated by maintained flood lighting and on internal structures such as marquees, maintained exit sign and twin lights installed and tested.</p>	
28. Is there any use of refuges?	<ul style="list-style-type: none"> <li>k) Refuges must be used within the context that they are <b>not</b> areas where people should be left alone indefinitely until rescued, or the fire is extinguished.</li> <li>l) Minimum dimensions for refuges should be 900mm x 1400mm (to allow for wheelchair maneuvering). The</li> <li>m) A means to evacuate people to a place of safety must be provided (e.g. Evac-Chairs) and an adequate number of staff must be trained (with refresher training) in the use of this equipment.</li> </ul>		Not Applicable	
29. Are stairways wide enough?	<ul style="list-style-type: none"> <li>n) Stairways should generally be a minimum of 1 meter wide. They may need to be wider dependant on the number of people who are likely to use it.</li> </ul>	✓	<p>Complies with building regs. Not Applicable</p> <p>Stairways on exit appropriate width for evacuated egress.</p>	
30. How often are fire drills held?	<ul style="list-style-type: none"> <li>o) Ensure that at least two fire drills are held annually. Check for record in fire logbook.</li> <li>p) Fire drills should be formally reviewed to identify problems encountered and any further actions required. The Fire and Rescue Service can be contacted to observe/assist.</li> </ul>	✓	<p>As part of the site brief for all security, stewards, welfare and staff they are all informed of the evacuation procedures and what their rolls are in assisting customers in the evacuation process.</p>	

<p>31. What is the condition of fire doors?</p>	<p>q) Fire doors on escape routes should be fitted with self-closing devices and labeled 'Fire Door – Keep Shut' (blue 'mandatory' safety sign).</p> <p>r) Automatic fire doors must be labeled 'Automatic Fire Door – Keep Clear' (blue 'mandatory' safety sign).</p> <p>s) Fire doors on escape routes should open in the direction of travel.</p> <p>t) Fire escape doors should close fully on to the rebate and be in a good state of repair (self-closing device operates, door seal strips/brushes in place, vision panel not obscured, vision panel with wired or other safety glass).</p> <p>u) Other fire doors (e.g. to electrical cupboards, service ducts, boiler rooms) need not be self-closing where they are kept locked and labeled with 'Fire Door – Keep locked shut' (blue 'mandatory' safety sign).</p> <p>v) Automatic doors should be connected into a manually operated alarm system incorporating automatic smoke detectors in the vicinity of the door or actuated by independent smoke detectors on each side of the door. It should be possible to operate them manually and they should automatically close in the event of a power failure.</p> <p>w) Automatic doors should be closed at night.</p>	<p>√</p>	<p>Gates staffed at all times</p> <p>N/A</p> <p>Yes</p> <p>Yes</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	
<p>32. What is the condition of final fire exit doors?</p>	<p>x) Final fire exit doors should open in direction of travel.</p> <p>y) Final fire exit doors are free from obstructions (inside and outside). Where there is a risk of obstruction final fire doors should be labeled 'Fire door – keep clear.'</p> <p>z) Appropriate notices on how to open doors should be posted on the door. E.g. 'push bar to open.'</p> <p>aa) Check that fire exit doors can be opened easily and immediately without the use of a key.</p>	<p>√</p>	<p>Yes</p> <p>Yes</p> <p>N/A</p> <p>Yes</p>	

28. Final fire exit doors –continued.	<p>bb) Check that no ‘unauthorised’ security work has been carried out on final fire exit doors. E.g. doors nailed, chained or padlocked shut, etc.</p> <p>cc) Where a fire exit door needs to be fastened by a security device, it should be the only fastening on the door and all staff should know how to use it. Such devices are not normally suitable for use by members of the public.</p>		<p>N/A</p> <p>N/A</p>	
<b>LIGHTING (Safe egress)</b>				
33. Are all fire escape routes adequately lit?	<p>a) All escape routes should be sufficiently lit for people to see their way out safely. Emergency escape lights may be needed if areas of the workplace are without natural daylight or are used at night.</p> <p>b) Check the relevant areas with the lights off to see if there is sufficient light from other sources (e.g. streetlights or unaffected lighting circuits). If lighting is insufficient, emergency lighting should be provided.</p> <p>c) Emergency lighting should function not only in a complete failure of normal lighting, but also on a localised failure that would present a hazard.</p> <p>d) Emergency lighting should cover escape routes and be sited to cover specific areas. E.g. intersections of corridors, each exit door, flights of stairs, near fire alarm call points, fire exit signs, and changes in floor level, near firefighting equipment, outside each final exit.</p> <p>e) Occupier should check the operation of emergency lighting units at least monthly. Ensure record of check made in fire logbook.</p> <p>f) A competent engineer should test emergency lighting system twice a year. Ensure record of test made in fire logbook.</p>	✓	All exit routes and temporary emergency lighting checked and tested to see if fit for purpose, and signed off.	

<b>SIGNAGE (Safe egress)</b>				
34. Is adequate signage in place? Bs 5499: Part 2, 2002	a) Ensure fire exit doors are clearly marked. See 'Means of Escape and Escape Times' section above  b) Ensure fire exit signs, final fire exit signs and directional fire exit signs are indicated with a green 'safe condition' pictogram/graphic symbol (the 'running person' symbol). Text only signs are no longer acceptable.  c) Ensure signs stating 'lifts must not be used in the event of a fire' are posted outside all lifts; unless it is a specifically designed 'fire fighting lift'.  d) Are signs in positions where they can be clearly seen?  e) Are all fire signs conspicuous (not covered or painted over, etc.)?	√	Yes and complies with building regs.	
<b>FIRE FIGHTING EQUIPMENT (Sufficient and appropriate, check and inspect)</b>				
35. Extinguisher          31. Extinguishers - continued.	a) Ensure extinguishers are appropriate to the local risk. b) Ensure extinguishers are fixed near exit doors and at appropriate heights. (Handle of large extinguishers – approx. 1 meter from floor. Handle of small hand held extinguishers – approx. 1.5 meters from floor.) c) Ensure that fire extinguishers, hose reels, etc. are conspicuous (not blocked, obscured, etc.). Directional arrows and firefighting equipment signs must be displayed where equipment is hidden from direct view. (E.g. hose reel in cupboard, extinguishers in an alcove.) d) Where full body colour extinguishers (BS5423) are still in use, firefighting equipment safety signs should be posted above the extinguisher. e) Are weekly inspections of extinguishers carried out? Record inspections. (Safety clip, indication of use devices, external	√	Full extinguisher system Inspected. There will be a number of fire points around the venue backed up by the event safety team. These are detailed on site map in event control. Additional areas such as kitchens, power distribution and catering areas, catering units will have fire-fighting equipment located either internally or alongside. The event safety team and selected staff will be familiar with the location of these areas.	

	<p>corrosion and dents. Check pressure level on steel pressure type.)</p> <p>f) Check extinguishers are inspected annually by a competent engineer. Check for record in fire logbook.</p> <p>g) Ensure there are notices and/or instructions indicating the correct use of extinguishers.</p>			
36. Is there a hose reel in place?	<p>h) Are there any water extinguishers within reel range? Hose reels must be inspected annually by a competent engineer. Check for record in fire logbook.</p>		N/A	
37. Are there any dry/wet risers? (Hose attachment points for the fire service.)	<p>i) Check risers are tested annually by the fire service. Check for record in fire logbook.</p> <p>j) Dry and wet risers must be labeled 'dry riser' or 'wet riser' as appropriate (red 'firefighting equipment' safety signs).</p>	✓	None but river is adjacent to site for pump use.	
38. Are there fire blankets provided? (Please note that old fire blankets may contain asbestos).	<p>k) Light duty blankets - small fires in containers of cooking oils or fats and fires involving clothing.</p> <p>l) Heavy duty blankets - industrial use where there is the need for the blanket to resist penetration from molten metal's.</p> <p>m) Tabs on fire blankets should be approximately 1.5 meters from the floor.</p> <p>n) Ensure relevant staff received instruction on the correct use of fire blankets.</p>	✓	Fire blankets in cooking areas and on stages.	
<b>PLANNING FOR AN EMERGENCY (Coordinating evacuation)</b>				
39. Is there an emergency plan in place?	<p>a) Ensure there is a plan for raising the alarm, calling the Fire and Rescue Service and assembly point locations.</p>	✓	Yes procedure in event document and all security, stewards and contractors are briefed on this.	
35. Emergency plans –continued	<p>b) Ensure fire action notices are in place and up to date. In general, fire action notices should be posted next to all fire alarm call points.</p> <p>c) Have the needs and abilities of disabled, sensory impaired and less able-bodied people been considered. Planning should take account of the needs of all occupants. It is essential to identify the</p>			

	<p>abilities and needs of disabled people and make proper arrangements for their assistance.</p> <p>d) Ensure visitors, contractors and members of the public (if applicable) are considered as part of the plan.</p> <p>e) Fire drills should be formally reviewed to identify problems encountered and any further actions required.</p>			
40. Have personnel received sufficient training and/or instruction on evacuation arrangements?	<p>f) Agreed evacuation procedures should be confirmed in writing to staff. Procedures must be clear and understandable.</p> <p>g) Do new employees receive instruction on the action to take in event of a fire on their first day of employment?</p> <p>h) Do existing employees receive annual refresher training and/or instruction on what to do in the event of a fire? E.g. through team meetings.</p>	√	Under the direct control of senior steward and event safety officer.	
41. Is there a need for specialist training in the event of an emergency?	<p>i) Ensure an adequate number of personnel are trained to assist in an emergency (including additional numbers to cover sickness, leave, etc.). E.g. fire wardens, aiding people with mobility impairments, etc.</p> <p>j) Are fire wardens in place and are they fully trained in their duties and responsibilities?</p> <p>k) Ensure that outside contractors and visitors receive necessary fire safety information (e.g. how to raise the alarm, location of exits, etc.)</p>	√	Multi agency Tabletop exercise. Steward training in dealing with evacuation and emergency situations.	
37. Specialist training - continued	<p>l) Ensure an adequate number of personnel are trained to use extinguishers, hose reels and/or fire blankets.</p>	√	Stewards training.	



42. Duty in respect of young persons. (Young persons risk assessment is required)	m) Consideration of young persons in relation to harm caused by fire, and to take into consideration lack of experience, awareness and immaturity. n) Consider work equipment and the way it is handled. o) Organisation process and activities. p) Fire safety training for young persons.	✓	Procedure and policy in place	
43. Control of contractors.	q) Ensure contractors been given information on fire safety and emergency evacuation of the building. r) Ensure permits to work in place for hot work. s) Give contractors information of the fire safety officer.	✓		
44. Protecting fire fighters.	t) Ensure pits to be clearly marked and covered at night. u) Premises, equipment and facilities must be maintained and not compromise to the safety of fire fighters. v) Inform the fire authorities of any foreseeable dangers within the workplace ( <i>where applicable</i> ).	✓	Advance meeting to discuss proposals with fire service	
45. People at risk.	w) Are there any people especially at risk? x) This assessment must take into consideration wheelchair users. y) Are their staff that are visually impaired that may require assistance. z) Are their staff that have hearing impairment that may require assistance. aa) Are any staff expectant mothers? bb) Are there any people working alone?	✓	As above special needs risked assessed where applicable.	

Assessors name (please print): Neil Marcus Event safety officer	Assessors signature:	Date assessment completed:

**Competent Persons (please print): in absents of ESO**

**Competent Persons Signature:**

**ADDITIONAL SAFETY MANAGERS COMMENTS: (Including any additional issues identified)**

Carrying out a fire risk assessment is not a one-off exercise. There are two reasons why it should be reviewed (repeated) on a regular basis.

First, the skills of the person undertaking the assessment will almost certainly increase with time.

Secondly, the circumstances in the workplace may change with time. The introduction of new materials, processes, or machinery, and structural alterations to the premises may profoundly alter the risks to which employees are exposed.

The risk assessment should:

- Recommend the remedial action required to remedy all the faults identified by the assessment,
- Set dates by which such action should be completed,
- Make recommendations as to any new fire protection measures or systems that should be introduced,
- Set dates by which the new fire protection measures or systems should be introduced,
- Set the date of the next review.

**Please note.** Where action has been recommended and agreed by a manager, but cannot be implemented for a reason (e.g. issue/area is outside manager's area of control, financial constraints within the unit/section) the manager should refer the matter to their line manager.

**ADDITIONAL COMMENTS:** (Including any additional issues identified.)

**Please note.** Where action has been recommended and agreed by a Safety Manager , but cannot be implemented for a reason (e.g. issue/area is outside Safety Manager area of control, financial constraints within the unit/section) the Safety Manager should refer the issue to the event director.

