

Overton Sheepfair 2024 Fire Risk Assessment (FRA)

Name of Company/Stallholder:

Contact Name:

Contact Number (on day of event):

In order to comply with relevant fire safety legislation, you MUST complete a Fire Risk Assessment of your unit or stall. The Fire 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 will result in you being removed from the site. You must be able to answer YES to the following questions where they apply.

This signed and completed FRA form must be maintained and available for inspection by the Hampshire Fire & Rescue Service / Event Management / Basingstoke & Dean Borough Council Officers at all times

You *must* undertake a Fire Risk Assessment for your unit.

You do not need to use this FRA form, and may use another method if you wish.

However, this FRA form is considered to be suitable for most standard stalls and units at this event.

1.	Are adequate exits provided for numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked due to fire?)</i>	Yes	No	N/A
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use?	Yes	No	N/A
4.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	Yes	No	N/A
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No	N/A
6.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No	N/A
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No	N/A
8.	Have 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	N/A
9.	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	N/A
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	N/A
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No	N/A
12.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, etc?	Yes	No	N/A

13.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	Yes	No	N/A
If you use LPG:				
14.	Do you have an inspection / gas safety certificate for the appliances and pipework (<i>copy to be available for inspection</i>) and are all hose connections made with “crimped” fastenings?	Yes	No	N/A
15.	Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?	Yes	No	N/A
16.	Are cooking/heating 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
17.	Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?	Yes	No	N/A
18.	Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	Yes	No	N/A
19.	Are the cylinders located away from entrances, emergency exits and circulation areas?	Yes	No	N/A
20.	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
21.	Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	Yes	No	N/A
22.	Do you ensure replacement cylinders are fitted in the open air away from the sources of ignition?	Yes	No	N/A
23.	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	N/A
24.	Do you ensure that only those cylinders in use are kept at your unit/stall? (<i>Spares should be kept to a minimum</i>)	Yes	No	N/A
25.	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?	Yes	No	N/A
If the answer to any of the above questions is “NO”, please detail the actions you have taken to remedy the situation. Continue on a separate sheet if necessary.				
Stallholder / Responsible Person:				
Signature:		Print Name:		Date:
Designation:				
Company:				
Please note: This document does not preclude you from possible prosecution or removal from the site by the organisers, should a subsequent inspection reveal unsatisfactory standards.				