

FIRE RISK ASSESSMENT

RETURN WITH APPLICATION

GUIDELINES FOR **ALL** TRADE STAND EXHIBITORS,
ALL OF WHOM MUST COMPLETE THE FORM OVERLEAF
TO COMPLY WITH THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005.

Using the guidelines below, please complete the Fire Risk Assessment form overleaf. Please copy the form if more space is required. If in your opinion there is no risk, please print NO RISK in the 'Persons at Risk' column and return the form.

HAZARD	PERSONS AT RISK	CONTROLS TO MINIMISE RISK
<p>Look only for hazards, which could reasonably result in a fire or injury to persons if a fire were to start. Use the following examples as guidelines:</p>	<p>There is no need to list individuals by name – just think about groups of people doing similar work or who may be affected, for example:</p>	<p>For the hazards listed, have sufficient measures already been taken to reduce the risk, or are additional controls required?</p>
<p>Number of fire escapes</p> <p>Electrical equipment – Is it well maintained and are staff trained in its use?</p> <p>Trailing cables/extension leads</p> <p>Do staff know what to do in the event of a fire?</p> <p>Rubbish and waste removal</p> <p>Storage of combustible material</p> <p>Location of hot work, i.e. machinery demonstration</p> <p>Gas cylinder storage</p> <p>Furnishings/decorative finishes in good condition</p>	<p>Members of the public, and particularly children</p> <p>Maintenance personnel</p> <p>Operators</p> <p>Cleaners</p> <p>Pay particular attention to:</p> <ul style="list-style-type: none"> • Inexperienced staff • Lone Workers 	<p>Control measures should be 'reasonably practicable' i.e. reduce the risk without entailing excessive costs and time for little or no benefit.</p> <p>Do the precautions already taken:</p> <ul style="list-style-type: none"> • Meet the standards set by legal requirements? • Comply with a recognised industry standard? • Reduce the risk as far as reasonably practicable? <p>Have you provided:</p> <ul style="list-style-type: none"> • Adequate information, instruction and training? • Adequate systems or procedures? <p>If so, then risks are adequately controlled. The precautions taken need to be indicated in the controls column.</p> <p>Where the risk is not adequately controlled, indicate what more you need to do.</p>

**126th LINCOLNSHIRE SHOW – 23rd and 24th June 2010
RETURN WITH APPLICATION
FIRE RISK ASSESSMENT FORM**

Company Name:	
Address:	
Responsible Person:	
Date Assessment undertaken:	
Signature of Assessor:	

If a marquee is being used, is it privately owned? Yes No

If yes; please provide details of fire retardant protection; or supply relevant fire certificate

If no; please enclose a fire protection certificate from supplier

Is a suitable fire extinguisher available? Yes No Number and type of extinguishers

Please note in the interests of fire safety, all exhibitors are required to supply a suitable fire extinguisher.

Hazard	Severity*	Likelihood**	Persons at Risk	Controls to Minimise Risk
e.g. Petrol storage on trade stand. Required to fuel lawn mower display.	High (i.e. if the petrol were to ignite, serious injury or damage may occur).	Low (i.e. it is unlikely that the petrol will come into contact with an ignition source).	Members of the public; staff; neighbouring trade stands.	Store petrol in a suitable container; reduce volume of stored fuel to minimum; suitable fire extinguisher.

* Severity – If the hazard were to result in a fire, how severe will the injury/damage be?
Low (remote possibility of harm); **Medium** (some injury, not too serious); **High** (serious injury or damage).
 ** Likelihood – How likely is it that a fire will occur?
Low (unlikely to happen); **Medium** (likely to occur at some time); **High** (very likely to occur).

**Exhibitors who have any queries regarding health and safety may contact
 Mark Smith, Portman House, 4 South View Close, Skegness, Lincs. PE25 3JU. Telephone: 07702 463500**

FOR OFFICE USE	
LAS Ref. No.	
Stand No.	
Safety Officer Informed	