



## Fire Risk Assessment - Traders and Market Stalls

**This signed and completed form must be maintained and available for inspection by the Fire & Rescue Service/ Event Organiser/Council Officers at all times. Please retain for your records. A copy does not need to be sent to CFOA**

**Business Name**

**Contact No. on site**

**Location on site**

**Cottage Industries Association Marquee**

In order to comply with the Regulatory Reform (Fire Safety) Order 2005, you **MUST** complete a Fire Risk Assessment of your stall or unit.

The 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.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

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|-----|---|--|-----|----|
| 1.  | Have your staff been instructed on how to operate the fire-fighting equipment provided?   | <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No  |  |     |    |
| 2.  | 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?  | <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No  |  |     |    |
| 3.  | Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled L.P.G. etc and reduced the risk of them being involved in an incident? | <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No  |  |     |    |
| 4.  | Have you identified all ignition sources and ensured that they are kept away from all flammable materials?  | <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No  |  |     |    |
| 5.  | Are the structure, roofing, walls and fittings of your stall or unit flame retardant?   | <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 5px;">Yes</td> <td style="padding: 5px;">No</td> </tr> </table> | Yes | No |
| Yes | No  |  |     |    |

6. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? *Note : Persons should not be allowed to sleep within a high risk area.*

Yes	No
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7. Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?

Yes	No
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8. Do you have sufficient bins for refuse? Is all refuse kept away from your unit?

Yes	No
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9. Are you aware that petrol generators are not permitted on site?

Yes	No
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**If you use LPG**

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10. Do you have an inspection / gas safety certificate for the appliances and pipework? *(copy to be available for inspection)*

Yes	No
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11. Are the cylinders kept outside, secured in the upright position and out of the reach of the general public?

Yes	No
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12. Are appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?

Yes	No
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13. Are the cylinders located away from entrances, emergency exits and circulation areas?

Yes	No
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14. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?

Yes	No
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15. Do you ensure that all gas supplies are isolated at the cylinder, as well as the appliance when the apparatus is not in use?

Yes	No
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16. Do you ensure that only those cylinders in use and a single spare cylinder are kept at your unit / stall?

Yes	No
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17. Is a member of staff, appropriately trained staff in the safe use of LPG, present in the unit / stall at all times?

Yes	No
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**If the answer to any of the above questions is "NO",  
Please detail the actions you have taken to remedy the situation.**

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**Stallholder /  
Responsible Person :**

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Signature

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Print Name

.....  
Date

**Designation :**

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**Company :**

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***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.*

Business Name: \_\_\_\_\_

### EVENT RISK ASSESSMENT

L – Likelihood of Risk; Frequent (5); Probable (4); Occasional (3); Improbable (2); Remote (1)

S – Severity of Risk; Catastrophic (5); Major (4); Reportable (3); Serious (2); Minor (1)

DR – Degree of Risk = L x R

Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	R	DR
Floor of marquee – not covered	Exhibitors, customers, visitors	Risk of tripping if surface uneven	2	1	2	Ensure that uneven surfaces are levelled before event starts	1	1	1
Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	R	DR
Floor of marquee – not covered	Exhibitors, customers,	Risk of slipping in wet weather conditions	2	2	4	Ensure that surface is liberally covered with straw, sawdust, wood bark.	1	1	1

	visitors								
Floor of marquee - covered	Exhibitors, customers, visitors	Risk of tripping e.g. on torn carpet or poorly secured wooden floor panels	2	2	4	Check initial condition of floor, monitor throughout event and maintain where necessary	1	1	1
Electrical cables	Exhibitors, customers, visitors	Risk of tripping	3	2	6	Ensure that cables are placed in a position that they are not a trip hazard	1	1	1
Litter generated by exhibitor	Exhibitors, customers, visitors	Risk of tripping	2	2	4	Ensure system for safe disposal of litter is in place . (also risk of fire- see Fire Risk Assessment)	1	1	1

Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	R	DR
Coverings to Exhibitors' stands	Customers, visitors	Risk of tripping if coverings are too long	2	2	4	Ensure that coverings are pinned so as not to drape onto the ground and that situation is monitored throughout the event	1	1	1
First aid	Exhibitors, customers, visitors	Insect stings and bites, heat stroke, general accidents	2	4	8	Ensure that first aid case is available and that its whereabouts are known	2	4	8

Criminal activity	Exhibitors	Risk of theft of stock and cash, and possible injury	1	3	3	Alertness and secure storage of cash	1	1	1
Electrical equipment	Exhibitors	Risk of equipment failure & electric shock	2	2	4	Ensure that all electrical equipment, organisers' and exhibitors', is regularly tested for safety and PAT tested	1	2	2
Activity/Area of Concern	Persons at Risk	Hazard	Risk			Risk Control Measures	Residual Risk		
			L	S	DR		L	S	DR
Emergency evacuation procedure	Exhibitors, customers, visitors	Fire, high winds etc	2	5	10	Ensure that an evacuation procedure is in place and clearly understood	1	5	1
Vehicle movement	General public	Risk of injury, particularly to children	2	5	10	Ensure that vehicle movement is controlled and monitored, and that drivers take great care.	1	5	1

Assessment carried out by;

PRINT.....

SIGN.....

DATE.....