



#### Fire Risk Assessment Fire Precautions

The risk of fire at the event is always present, particularly where mobile catering facilities are located. Other risk areas include locations where generators are being used. The Regulatory Reform (Fire Safety) Order 2005 as applies to any tent or moveable structure, it is therefore important that all marquees are constructed with fire retardant material and that a suitable risk assessment is carried out to ensure the risk of fire is kept to an absolute minimum.

Structures will be inspected to ensure they comply with fire regulations, particularly with regard to means of escape, ensuring that the escape routes are:

- Are suitable and of sufficient number (2 exits at opposite ends)
- Are distributed so that people can turn their back on any fire
- Exits are clearly indicated with appropriate signage. (Conform to the Health and Safety (safety signs and signals) Regulations 1996.)

FIRE EXITS (in this case these will be openings in the flaps) there are lacings in the walls every 20' around the marquees. The guidance is that no one inside the marquee should have to travel more than 25 metres (80') to a fire exit'.

As it is anticipated that there will be more than 60 people in the marquees at any time an audible method to raise a fire alarm will be implemented. All marquees will be staffed by volunteer marshals trained in fire safety and others will be deployed in any identified high-risk areas and have access to suitable firefighting equipment, which has been sanctioned for use by the approved supplier. However, marshals will only tackle a small fire provided they are confident to do so, it would not endanger life and only once the immediate area has been evacuated. It is essential that any fire be reported to the Fire Brigade. Fire Brigade representatives may wish to visit the site to ensure that structures meet the relevant regulations.

Fire risk assessments will be made taking into account the relevant guidance in the associated Fire Safety Guides Each mobile catering unit should carry one dry powder extinguisher (rating 21B) and one light –duty fire blanket. Caterers have been instructed to provide risk assessments to the Show Secretary

There are a number of temporary structures on site. A number of marquees are hired for the duration of the show to house various exhibits and exhibitors. These are erected and dismantled by an approved contractor and have the relevant certification.

All section secretaries to attend a briefing at 2pm on the Friday before the show. Each secretary will be sent a copy of the Fire Risk Assessment and procedures by email. Each secretary will be responsible for ensuring all stewards are aware of all fire procedures. Portable fire extinguishers conforming to current British standards will be placed strategically in all marquees and in any identified high risk areas; either 1 powder or 1 foam depending on the size of the marquee.

Every entrance and exit in the marquees will be clearly indicated with appropriate signage. Smoking will not be permitted inside, within or around entrances to the marquees. No open flames or use of gas appliances is permitted in the marquees.

Generators on site – will be located away from marquees where possible and will be put in situ by an approved contractor. Sound horns will be located with 1 nominated secretary in the main industrial tent and 1 nominated show official in the committee room/bar and craft marquee and will be used in the event of an emergency.

Documentary evidence that these any food businesses comply with Food safety regulations, namely Food Safety (General Food Hygiene) and Food Safety (Temperature Control) has been requested, together with the possession of relevant electrical and gas installation compliance certificates and risk assessments. A copy of the letter sent to catering contractors with conditions for entry to the show, is available upon request.

All section secretaries and Stewards to be aware of their duties in their area / marquee. The nominated Fire Safety person for the show to ensure :-

- Marquees / areas are inspected to identify any fire hazard particularly noting electrical points, compressed air cylinders, flammable material including straw, bedding fuels etc. If you identify a risk, reduce that risk by removing the hazard if it is reasonably practicable to do so.
- A clear exit in addition to the main entrance to be identified.
- An assembly point for each marquee to be identified that is far enough away from the marquee / area so they are not a risk from fire, smoke or sparks or access of the emergency vehicles. All stewards to be aware of this.
- Secretaries and stewards should be aware of the location of the nearest fire extinguisher and the procedure to follow if you locate a fire /smoke
  - Sound alarm (shouting fire, fire or sound horn) in your area to evacuate the marquee. Stewards to guide public / traders to your assembly point.
  - Sound the alarm – by radio to event organiser, using the term '**red alert**' identifying the location / marquee, if no radio to hand call H&S Officer or any emergency contact
  - Call the fire brigade / or alert the Fire Fighters on site with appliance
  - If fire extinguishers are available and you have been trained, or are confident to use a fire extinguisher, you should not tackle any flame larger than a match. In all circumstances call the emergency services. Fire Risk Assessment 2022
- Step 1 – Identify Fire Hazards
  - 1.1 Identify sources of ignition Smokers Materials Electrical / Generators Arson
  - 1.2 Identify sources of fuel Fabric for marquee (flame retardant) Timber stands, tables and display boards Paper and stationary Textile and drape displays Packaging material including litter, long grass. vehicles loading

and unloading during set up and break down 1.3 Identify Sources of Oxygen Natural airflow through doors

- Step 2 – Identify people at risk • Staff • Stewards • Contractors • Exhibitors All the above may work on their own at times, lack a familiarity with the marquee layout Visitors to the marquee.
- LOW RISK Considerations - Large number of people attending show tent - During set up and breakdown regular security checks - No hazardous materials stored nearby. All marquees are non-smoking. All Marquees are made from fire retardant material. Trader fire risk assessments are checked, electrical equipment is PAT Tested.
- Step 3 - Remove or reduce hazards. A Clean house policy needs to be in play throughout set up, show day, break down. No smoking or vaping inside marquees - Approved show staff to ensure exhibitors comply with their own fire risk assessment - Maintain electrical equipment (PAT testing etc) Remove or reduce sources of fuel - Check all marquees are flame retardant - Paper / cardboard is stored safely, litter is collected regularly so no overflowing bins Remove or reduce sources of ignition. No guide ropes to obstruct the clear paths away from the marquees During show day stewards to ensure all fire exits are clear, fire extinguishers are not removed or tempered with, and fire exit signs are visible
- Step 4 – Record, plan and inform. Instruct and train. All marquees will adhere to a strict no smoking policy. No smoking signs will be sited at each marquee entrance All stewards and volunteers to be trained in the fire procedures prior to the show

UPDATED JAN 2024 after the AGM