

Open Air Event Traders Check List

ELECTRICAL SUPPLY

1. Is a portable generator to be used?
2. Is the generator maintained by a competent person?
3. Are all cables, electrical leads and connectors in good repair?
4. Are fuel containers of the approved type?
5. Is the total quantity of fuel carried within the approved limit? (See guidance note).
6. Will you ensure the generator and fuel containers are sited in a safe and secure location?

YES <input type="checkbox"/>	NO <input type="checkbox"/>

YES <input type="checkbox"/>	NO <input type="checkbox"/>
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LPG

1. Is all the equipment used by the installation, maintained by a competent person?
2. Are approved connectors in good repair?
3. Is there any evidence of damage to hoses / fittings?
4. Will you ensure the equipment and cylinder(s) are sited safely and on a sound base?

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YES <input type="checkbox"/>	NO <input type="checkbox"/>
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FIRE EXTINGUISHERS / BLANKETS

1. Have the extinguisher and fire blanket been maintained/tested by a competent person?
2. What was the date of the last test?
3. Is the extinguisher and fire blanket of the correct type for the risk / location?
4. Will you ensure the extinguisher and fire blanket

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Date:	/	/
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are correctly sited?

STAFF TRAINING

1. Do you have an Emergency Action Plan in case of a fire happening?
2. Are all staff aware of the plan and familiar with the actions to be taken in such an emergency?
3. Do all staff know how to use the extinguishers/fire blanket provided?

YES <input type="checkbox"/>	NO <input type="checkbox"/>

Signature of Responsible Person completing this form.

Signature:

Print:

It is each traders responsibility under the Regulatory Reform (Fire Safety) Order 2005, Article 22(1)(a)(b)(c), to co operate and co ordinate with the events Responsible Person.

Further guidance can be obtained from:

1. The attached guidance note,
2. The HM Government Guide for Open air events and venues available to download free of charge from :
<http://www.communities.gov.uk/fire/firesafety/firesafetylaw/aboutguides/>
or
3. It can be purchased from any book shop : ISBN - 13: 978 1 85112 823 5