

# Open Air Event Traders Check List

Regulatory Reform (Fire Safety) Order 2005

## ELECTRICAL SUPPLY

1. Is a portable generator to be used?
2. Is the generator maintained by a competent person and adequately guarded?
3. Have all cables, electrical leads and connectors been successfully PAT tested and are they in good repair?
4. Will all cables be managed so as to prevent trip hazards?
5. Are fuel containers of the approved type?
6. Is the total quantity of fuel carried within the approved limit? (See guidance note).
7. Will you ensure the generator and fuel containers are sited in a safe and secure location?

## 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/secure connections?
4. Will you ensure the equipment and cylinder(s) are sited safely and on a sound base?

## FIRE PRECAUTIONS

1. Have the extinguisher and fire blanket been maintained/ tested by a competent person?
2. What was the date of the last test? (\*we will be carrying out tests on a representative sample of traders fire extinguishers on the day of the show).
3. Are all awnings/gazebos/structures made out of fire retardant materials?
4. Is the extinguisher and fire blanket of the correct type for the risk / location?
5. Will you ensure the extinguisher and fire blanket are correctly sited?

YES <sup>®</sup>	NO <sup>®</sup>	If no, please list the control measures you will be putting into place.
YES <sup>®</sup>	NO <sup>®</sup>	If no, please list the control measures you will be putting into place.
YES <sup>®</sup>	NO <sup>®</sup>	If no, please list the control measures you will be putting into place.
<b>Date:</b> /    /		

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## 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®	NO®	If no, please list the control measures you will be putting into place.

## 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 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
2. It can be purchased from any book shop : ISBN – 13: 978 1 85112 823 5