

GUIDANCE NOTES FOR OPEN AIR EVENTS

TRADERS CHECKLIST

1. PORTABLE GENERATORS

- Generators must be tested at suitable intervals, depending on the amount of use, by a competent person and documentary evidence provided to show this has been carried out.
- The generator should show no signs of damage to its structure. Particular attention should be shown to the fuel tank and filler cap / pipe.
- Any petroleum spirit used for the generator must be in approved plastic or metal containers indelibly marked 'PETROLEUM SPIRIT - HIGHLY FLAMMABLE'.
- Petrol can only be transported in the following amounts. 2 x 5 litre plastic containers **or** 2 x 10 litre metal containers. The containers should be secured against damage or spillage during transportation.
- The generator should be sited in a well ventilated level area, away from any combustible material. Fuel containers must also be in a well ventilated area, securely stopped and **not** adjacent to the generator.
- All leads and cables must be in a good state of repair with no sign of scorching or damage to insulation.
- All extension leads must be totally uncoiled and must not be placed with connections hanging.
- Connectors must be weatherproof to prevent the possibility of electrical short circuit in the event of adverse weather conditions.

2. LPG

- All LPG equipment must be tested at suitable intervals, depending on the amount of use, by a competent person and documentary evidence provided to show this has been carried out.
- Any regulators/connectors must be suitable for the type of LPG container used.
- Hoses and their connections to the regulator/cylinder valve should show no signs of damage, e.g. scorching, abrasion or cuts, etc.
- Connections of the hose to the regulator and the appliance must be secure to prevent any possibility of leakage. Jubilee type or crimped on type clamps should be used.

- The appliance should show no signs of damage or misuse. The appliance should be of the type constructed for outdoor commercial use and not a domestic type.
- When sited, the appliance and cylinder(s) should be on a secure base and level ground away from any source of ignition.

3. FIRE EXTINGUISHERS / BLANKETS

- All extinguishers/fire blankets must be tested by a competent person annually and documentary evidence provided to show this has been carried out.
- All extinguishers should be suitable for the risk. For electrical equipment a dry powder or CO2 should be provided. For food stalls where gas or open flame type cooking is carried out, a foam type extinguisher is suitable.
- A fire blanket should be provided at all places where food is cooked using hot fat, griddles or similar.

4. STAFF TRAINING

- All staff must be trained in actions to be taken in the event of fire or other emergency.
- Staff must be trained in how to use the extinguishers/fire blankets provided.
- The training must be documented with the signature of the member of staff obtained to confirm the training has been given.
- If any members of staff are under 18 years old, the signature of their parent (or person with parental responsibility) must be obtained.