

## **Fire Safety at Events**

Under the Regulatory Reform (Fire Safety) Order 2005, event organisers are responsible for fire safety at the event venue.

You must:

- Adequately assess the risk of fire
- Take steps to stop fires from starting or to limit the spread of fire
- Provide adequate systems of fire warnings and means of escape

If you are using tents or marquees as part of your event, you will need to pay specific attention to keeping fire exits clear and well signed at all times. You should also clearly identify fire hydrants and ensure they are kept clear at all times.

You will need to produce a separate fire risk assessment, which should include your emergency procedures and provision for the safe evacuation for disability people.

The fire risk assessment also needs to include:

- Risks that could start a fire, e.g. electrics, pyrotechnics and live fire effects
- Risks that could act as fuel for a fire, e.g. fabrics, scenery, gas and electrical supplies
- Who might be harmed by a fire and how

You can help prevent or limit the spread of fire by:

- Using flame retardant coatings and treatments on scenery and curtains
- Separating potential sources of ignition from fuel sources
- Providing an effective plan for the management and disposal of waste during and after the event.
- Controlling and monitoring any flammable liquids, gas and LPG containers on site and making sure the emergency services know where they are stored
- Being aware of the environment
- Providing suitable fire extinguishing equipment.

Make sure you involve the local Fire Authority in the planning stages of your event so they can advise on safe access for fire vehicles and fire fighters, especially to any high risk areas.

You will also need a fire procedure, and everyone involved in running the event needs to know what to do in the event of a fire. All staff and volunteers should be trained in how to deal with a small fire.