

Fire Prevention and Fire Risk Assessment



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Event organisers have a duty to ensure, so far as reasonably practicable, the safety of those at the event. Under the Fire (Scotland) Act 2005 and the Fire Safety (Scotland) Regulations 2006, as employers and occupiers of the “premises” in which the event is taking place, obligations are also owed in respect of fire safety. To ensure compliance with legislation and the health and safety of those impacted by their event, event organisers will be required to carry out a fire risk assessment and to develop an emergency plan, both of which should be reviewed regularly.

Duties imposed by the legislation extend to:

- Carrying out a fire safety risk assessment of the premises
- Identifying the fire safety measures necessary as a result of the fire safety risk assessment outcome
- Implementing these fire safety measures using risk reduction principles
- Putting in place fire safety arrangements for the ongoing control and review of the fire safety measures
- Complying additionally with the specific requirements of the fire safety regulations
- Keeping the fire safety risk assessment and outcome under review
- Record keeping

The event’s fire risk assessment should follow a similar 5 step process as the general risk assessment as detailed [here](#). The Fire Safety Risk Assessment Guide for Open Air Events and Venues recommends the following process:

Fire Safety Risk Assessment	
1	Identify fire hazards Identify: Sources of ignition Sources of fuel Sources of oxygen
2	Identify people at risk Identify: People in and around the premises People especially at risk
3	Evaluate, remove, reduce and protect from risk Evaluate the risk of a fire occurring Evaluate the risk to people from fire Remove or reduce fire hazards Remove or reduce the risks to people Detection and warning Fire fighting Escape routes Lighting Signs and notices Maintenance
4	Record, plan, inform, instruct and train Prepare an emergency plan Inform and instruct relevant people; to cooperate and co-ordinate with others Provide training
5	Review Keep assessment under review Revise where necessary

REMEMBER TO KEEP YOUR FIRE RISK ASSESSMENT UNDER REVIEW

The event's fire risk assessment can be included within the overall risk assessment for the event or developed independently.

The assessment can be carried out internally by a member of the team or externally* on behalf of the event organiser; as long as the assessor is deemed to be competent to assess the specific fire risks associated with the event

*(Advice on how to determine competency of your suppliers can be found [here](#)).

Common fire risks found at events:

- Poor housekeeping and the build up of waste and rubbish materials
- Use of temporary electrical systems
- Mobile generators and lighting systems, including production lighting and tower lights
- Refuelling
- Fairground rides
- Flammable structures, including drapes, signage and marquees etc
- Naked flames
- Heating systems
- Public smoking
- Arson & wilful fire raising
- Mobile catering and use of LPG
- Bonfires, fireworks, flares and pyrotechnics
- Flammable liquids
- Vehicle fires

It is likely that many of the fire risks associated with the event, as noted above, will be mitigated by measures which have already been developed and are detailed elsewhere within the Event Manual. For example, the risk of fire due to the build-up of on-site refuse should be covered within the plans detailed under waste management and Issues relating to capacity should be covered within the Site Suitability Report and the Evacuation Plan. Rather than duplicate the work included in these sections you may wish to allude to these plans and reference the finer details included within the event manual.

Event organisers are recommended to review the guidance detailed within the Fire Safety Risk Assessment Guide for open air events and venues & [Safer Scotland Fire Safety Guidance Booklet](#) before completing their fire risk assessment. [The Fire Safety Risk Assessment Guide](#) is useful as it relates to the risks specifically created by and found at outdoor events.

Further reading

HM Government Fire Safety Risk Assessment -

Fire Safety Guidance Booklet

Mobile catering and use of LPG

A varied and high-quality food offering can be a key factor in delivering customer satisfaction as attendees look for, and often expect, unique high-quality experiences at the events they attend. Organisers must be aware of the risk which they present and implement simple measures to ensure the risks are reduced.

A key factor in ensuring safe catering practises is to utilise competent suppliers, who can demonstrate safe working practises. Guidance on choosing and vetting catering suppliers is available [here](#).

One of the risks presented by mobile catering units, is due to the use of Liquid Petroleum Gas (LPG) and event organisers are advised to read the [NCASS](#) and [Street food UK](#) guidance to ensure that their own suppliers can demonstrate working practices in line with industry best practice.

Fire Safety Guidance further reading

[Fire Safety Risk Assessment - Open Air Events and Venues](#)

[Scottish Fire and Rescue Service - Your Safety Guide for Businesses](#)

[HSE Fire Safety](#)

[Template Fire Risk Assessment](#)

[Gov.UK - Fire Safety](#)

[Gov.Scot - Fire Safety Risk Assessment](#)

[Healthy Working Lives](#)

[Gas Safety Register](#)



Crowd Capacity

A key area which your fire risk assessment should address is the risk associated with overcrowding and emergency evacuation. It is essential that the site being used for the event is suitable for the size, format and type of event and that it ensures the comfort, welfare, health and safety and enjoyment of those attending.

Event organisers are advised to complete a site suitability assessment for their event. The site suitability report will review multiple factors to determine the suitability and capacity of the space / event proposed.

Considerations of the site suitability assessment:

- Available space
- Requirements for infrastructure
- Crowd capacity and crowd flow around the site
- Ground conditions & topography
- Location of noise-sensitive buildings
- Geographical location & proximity to local services
- Location and availability of services (water, power, internet, telephone etc.)
- Car parking and transport links
- Access routes, pedestrian routes and emergency access routes
- **Crowd profile**
- Core paths
- Wildlife species/animal welfare
- Conservation areas/SSSI

Crowd capacity is the lowest figure after calculating queue capacity, holding capacity & evacuation capacity. Organisers are advised to show their working to indicate an understanding of the capacity calculations given. Guidance on how to determine the appropriate capacity, exit capacity and evacuation capacity can be found at:

Fire Safety Risk Assessment - Open Air Events and Venues (section 4)

Venue and Site Design