



The Operations Hub
Event Fire Risk Assessment Template
Simplified Version

Event Fire Risk Assessment Template – Simplified Version

Event	Tenancy Dates:	Venue:
	Build up: Open: Break down:	Halls in use:
		Rooms in use:
Risk assessment undertaken by:	Event Director:	Distribution: e.g. <ul style="list-style-type: none"> • <i>Event Management Team</i> • <i>Floor Managers</i> • <i>Contractors</i> • <i>Venue</i>
Signed: Date:	Signed: Date:	

Hazard	Risk Level L/M/H	Fire Safety Prevention Controls	Revised Risk Level L/M/H
Sources of Ignition and Heat			
Sources of Fuel			

Key

High = Unacceptably High Risk – Further control needed	Medium = Moderate Risk – Reduce risk further if practical	Low = Acceptable Risk – No further controls needed
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Fire Safety Response Controls

Organiser

List the arrangements you have made to deal with and emergency fire situation e.g.

- Emergency procedures
- Briefing on emergency procedures
- Emergency aisles on plans
- Cleaning to keep emergency aisles and exits clear
- Floor management to keep emergency aisles and exits clear

Venue

List the venue's fire response arrangements e.g.

- Automatic fire protection systems (alarms and sprinklers etc)
- First aid fire fighting equipment (hoses and extinguishers)
- Halls fire and smoke separation
- Control room and CCTV
- Patrols by trained fire safety staff

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