

VENUE FIRE SAFETY QUESTIONNAIRE

VENUE INFORMATION:

UNDERTAKEN BY:	
DATE:	
VENUE NAME & ADDRESS:	
VENUE GENERAL MANAGER:	
VENUE H&S MANAGER:	
VENUE AREA DESCRIPTION:	

EVENT INFORMATION:

EVENT DIRECTOR:	
EVENT NAME:	
EVENT OVERVIEW:	
NUMBER OF EXHIBITORS:	
NUMBER OF VISITORS: (Max Capacity, Peak Flow & Total Event)	
OPENING HOURS: (Build up, Event open & Breakdown)	
EVENT AREA DESCRIPTION:	

The following questions need to be asked of the Venue's Fire Safety Department (or Venue Manager, if there isn't one).

VENUE EMERGENCY EXIT PLAN:

[insert here if/when obtained]

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RISK ASSESSMENTS:

	RATINGS:	GREEN	AMBER	RED	VERDICT Acceptable (A) / Unacceptable (UA) / Not Applicable (NA)
In-House Venue H&S Risk Assessments					
1.	Can you share your venue General Risk Assessment?	Yes	Partly	No	
2.	Can you share your venue Fire Risk Assessment?	Yes	Partly	No	
3.	Do you collect and vet venue-contractors general risk and fire risk assessments (rigging / catering / cleaners etc), and if so, how regularly do you request updates?	Per Event	Quarterly	Yearly	
COMMENTS:					

In-House Venue H&S Risk Assessments		
OBSERVED STRENGTHS	OBSERVED WEAKNESSES	ACTION PLAN

FIRE SAFETY:

	RATINGS:	GREEN	AMBER	RED	VERDICT Acceptable (A) / Unacceptable (UA) / Not Applicable (NA)
In-House Venue Fire Safety					
1.	Can you share your venue fire safety policy?	Yes	Partly	No	
2.	Does the venue have a central fire control room to monitor fire safety systems and in particular fire detection systems for each hall / tenanted space at the venue? Please elaborate on what the minimum legal requirements are & your level of coverage.	Yes	Partly	No	
COMMENTS:					
3.	What fire alert warning systems are in place to warn of a fire alert situation? <i>Please detail any Alarms, Public Announcements etc</i>	Full Venue	Part Venue	None	
COMMENTS:					
4.	How often do you test the fire detection alert systems in each hall?	Weekly	Monthly	Quarterly	
5.	Do you have a process to communicate with any tenanted event organisers in case of a fire? Please detail what this is.	Yes	Partly	No	
COMMENTS:					

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6. Do you have the official legal requirement of firefighting equipment for each hall / tenanted space at the venue? Please elaborate on what the minimum legal requirements are, your level of coverage & the different types provided.	Yes	Partly	No	
COMMENTS:				
7. How often do you test the firefighting equipment in each hall/ tenanted space?	Monthly	Quarterly	Annually	
COMMENTS:				
8. Are all fire exit doors unlocked and fully accessible?	Yes	Partly	No	
9. Are there sufficient means of escape to an ultimate place of safety (usually open air) compliant with the g-Guide?	Yes	Partly	No	
10. Do you have designated fire marshals stationed in all tenanted halls across the venue?	Yes	Partly	No	
11. Do you have a fire engine stationed on-site at the venue?	Yes	-	No	
12. Do you have a process in place for management of communications with the emergency Fire Service?	Yes	Partly	No	
13. Is there good access for emergency fire service response?	Yes	Partly	No	
14. Do you have emergency contact numbers to the emergency Fire Service and are these displayed within the venue?	Yes	Partly	No	
15. Is there a local emergency fire service response and if so what is the predicted response time?	Under 10 mins	Under 20 mins	Under 30 mins	
16. Do you have a process to communicate with any tenanted event organisers in case of a fire? Please detail what this is.	Yes	Partly	No	
COMMENTS:				
17. Does the overall condition of the venue suggest that there is the facility for the control of build-up of combustible waste?	Yes	Partly	No	
18. Is there safe storage facility for fire accelerants such as fuel and pressurized gases?	Yes	Partly	No	
19. Is there a hot works control system? If so, please provide details.	Yes	Partly	No	
COMMENTS:				

In-House Venue Fire Safety		
OBSERVED STRENGTHS	OBSERVED WEAKNESSES	ACTION PLAN

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