



MALHAMDALE

Agricultural & Horticultural Society

Fire Risk Assessment

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1. Details of Premises

Address	Malham Show Field, Malham, Skipton. BD23 4DA
Occupier	Malhamdale Agricultural & Horticultural Society
Owner	Malhamdale Agricultural & Horticultural Society
Use of premises	Marquees for exhibition of livestock, produce & handicrafts, dining and secretarial work.
Responsible person (if any)	Phillip Hargreaves - Chairman Sarah Peel - Event organiser Rob Thacker - Secretary
Construction	Canvas Marquees
Number of floors	Ground only
Dimensions of Buildings - feet	EXHIBITS TENT 30 x 190 (5,700sq. ft.) DINING TENT 30 X 170 (5,100sq. ft.) CATTLE TENT 10 X 50 (500sq. ft.) SECRETARY TENT 9 X 18 (162sq. ft.) CRAFTS TENT 4 X 100 (4,000sq. ft.) BAND 6 X 6 (36sq. ft.)
Details of other premises if part of multi-occupied building.	N/A
Hours premises are in use	6am to 8pm - 14 hours
Has there been a fire in the premises before? If yes, give details	No
Date of Fire Risk Assessment	09 August 2018
Review Date	08 August 2019
Name & contact details of Assessor	Richard Broun - 01729 830650

2. Plan of Premises - details of means of escape & other preventative and protective measures.



3. Hazards

Sources of Ignition	Band	Cattle	Crafts	Exhibits	Secretary's	Dining
Electrical Equipment <ul style="list-style-type: none"> Computers, printers etc Lighting Wiring Leads, adapters 	None	None	2 fridges; generator and laptop	None	None	PA System
Kitchen <ul style="list-style-type: none"> Electrical equipment Gas boilers etc 	None	None	None	None	None	Outside
Heating appliances	None	None	None	None	None	None
Smoking - are non-combustible deep bins provided in external smoking areas?	Smoking is not allowed.	Smoking is not allowed.	Smoking is not allowed.	Smoking is not allowed.	Smoking is not allowed.	Smoking is not allowed.
Any other sources of ignition	None	None	None	None	None	None

Sources of Fuel	Band	Cattle	Crafts	Exhibits	Secretary's	Luncheon
Paper, files, boxes etc used during business operation	None	Straw bedding	Very limited	Very limited	Very limited	Very limited
Paper, files, boxes etc stored - are these kept to a minimum?	Yes	Yes	Yes	Yes	Yes	Yes
Furniture, furnishings, fixtures & fittings	Yes	Yes	Yes	Yes	Yes	Yes
Structural aspects of the building	Fire resistant fabric tent	Fire resistant fabric tent	Fire resistant fabric tent	Fire resistant fabric tent	Fire resistant fabric tent	Fire resistant fabric tent
Waste paper bins	Metal bins kept outside	Metal bins kept outside	Metal bins kept outside	Metal bins kept outside	Metal bins kept outside	Metal bins kept outside
External rubbish bins - are these secured at least 6 metres away from the building and away from fire exits and stairways.	Yes	Yes	Yes	Yes	Yes	Yes
Any other external fuel source	None	None	Petrol for generator	None	None	None

Sources of Fuel	Band	Cattle	Crafts	Exhibits	Secretary's	Luncheon
susceptible to arson			outside tent			
Gas - mains, bottled, tanks - are these kept to a minimum and suitably stored? Are they away from escape routes/exits?	Yes	Yes	Yes	Yes	Yes	Yes
Any other sources of fuel	None	None	None	None	None	None

Details of Hazardous Substances - see COSHH assessments	
Oxidising substances	No
Flammable substances e.g. aerosols	No
Other substances identified as a fire risk in the COSHH assessments	No
Are all Flammable and Oxidising substances correctly stored?	Yes

Hazards from Work Processes	
Is all electrical equipment PAT tested?	N/A
Is all electrical equipment turned off when the building is unoccupied?	N/A
Are any hazardous processes used?	No

Structural Hazards	
Are there structural features that could promote fire spread?	No
Have all services & compartments been inspected by a Building Surveyor?	N/A
Are there any voids or false ceilings?	N/A
Any other structural hazards	No

Oxygen	
Oxygen cylinders - are these in good condition and correctly stored?	N/A
Are all doors and windows closed when not needed for ventilation? Particularly outside working hours.	N/A

4. Mitigating the effects of fire

Firefighting equipment	
Is the firefighting equipment satisfactory for the use and size of the building?	Yes
Is the equipment well sited, accessible and suitably labelled?	Yes
List of extinguishers	9 x 6L Water 2 x 6L Dry Powder
Are the extinguishers in date and serviced regularly?	Yes
Any other firefighting equipment?	No
Is access for fire engines etc checked to ensure it is kept clear?	In H&S Plan

Means of Escape	
Are all fire exit routes and staircases kept clear?	Yes
Is there correct signage in place?	Yes
Are all emergency exits unlocked?	Yes
Are there sufficient fire exits?	Yes
Are there any areas without fire exits?	No
Are internal fire doors kept closed?	N/A
Are there clearly marked assembly areas at a safe distance from the building?	N/A

Fire Safety Systems	
Is there a fire alarm and is it serviced and tested regularly?	By Voice
Is there a backup power supply if the fire alarm and warning system is electrically powered?	N/A
Are there smoke alarms and are they tested regularly?	Not required as high visibility and occupation
Is there Emergency Lighting and is it serviced and tested regularly?	N/A
Is there a sprinkler system or a gas or foam flooding system and is it serviced regularly?	Not required
Is there a Fire Emergency Plan and are staff aware of the details? Attach a copy.	Yes
If there isn't a fire alarm, is one necessary, or are the premises small enough to not warrant one?	See above

Higher Risk Areas	
Are there higher risk areas?	No
Are higher risk areas segregated?	N/A

Table to indicate use of extinguisher against type of fire

Type	Water	Foam	Co ₂	Dry Powder	Wet Chemical
Class A - Solid Materials Wood Paper Cardboard Fabrics/textiles	Yes	Yes		Yes	
Class B - Liquids Petrol Solvents Diesel Paints Paraffin		Yes	Yes	Yes	
Class C - Gases Propane Butane Methane				Yes	
Class D - Metals Sodium Lithium Magnesium Aluminum				Yes	
Electrical Computers Photocopiers Printers Radios Electric Power Tools			Yes	Yes	
Class F - Cooking Oils Olive Oil Maize oil Lard Butter					Yes

5. Raising the Alarm

Raising the alarm	
Who is responsible for raising the alarm?	Stewards
How is this done?	By Voice and the PA system

6. Occupants

Occupants	
Approx number of people in the Marquees at any one time	Luncheon - 300 Produce - 200 Crafts - 150
Are there any special needs people regularly in the building? e.g. young children.	Stewards available to assist the young and disabled if required.
Are there lone workers?	NO
Are there procedures for visitors, including visitors with special needs?	Yes

7. Training

Training	
Have any members of staff had Fire Extinguisher Training?	No
Have any members of staff been trained as Fire Wardens?	No
Are fire evacuation drills carried out regularly?	No
Are the Fire Procedures included in the Induction Training?	H&S Plan given to all stewards
Do any members of staff hold a First Aid qualification?	First Aid provision on site all day
Any other relevant training	

8. Management

Management Maintenance	
Is there a maintenance programme for the fire safety provision in the premises? e.g. PAT testing, Building electrical installation tested, boilers serviced etc	N/A
Are fire doors, walls and partitions checked regularly?	N/A
Are escape routes and exits checked regularly?	Yes
Are fire safety signs checked regularly?	Yes
Are fire warning systems checked regularly?	N/A
Are fire suppression systems serviced regularly?	N/A
Is the Emergency lighting checked regularly?	N/A
Is the Firefighting equipment checked regularly?	Yes
Are records kept of all the above?	Where applicable

Fire Safety Management Plan	
Person with overall responsibility for Fire Safety	Richard Broun
Person responsible for carrying out and reviewing Fire Risk Assessment	Richard Broun
Person responsible for Maintenance Programme	N/A
Person responsible for Emergency Action Plan	Richard Broun
Person responsible for Staff Training	Chief Stewards

9. Action Plan

Review the risk assessment once the Marquees are erected.

10. Tests and Checks

Daily Checks
Check that the escape routes are clear from obstructions and combustible materials.
Check all safety signs and notices.
Check fire extinguishers