FIRE SAFETY RISK ASSESSMENT

FOR

Monsters Catering

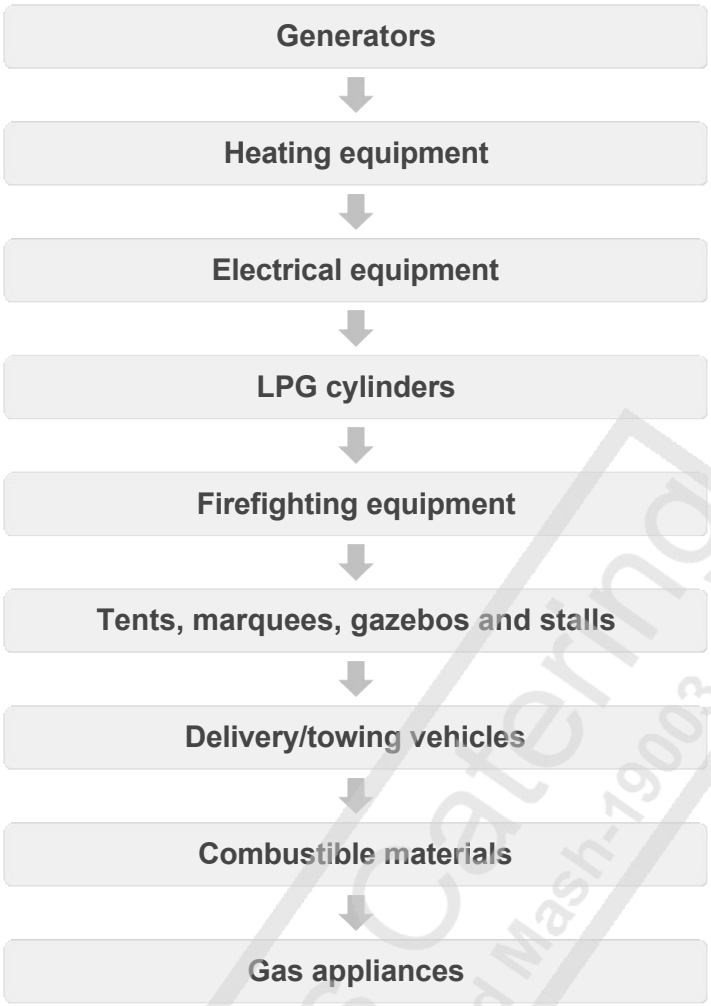
Membership Number **19089**

Responsible Person - **Stephen Morgan**

Unit Name	Creation Date	Next Renewal Date
Monster's Pie and Mash	05/Sep/2018	04/Oct/2019

As part of managing the fire safety in our business we understand that we must understand and control the risks in our workplace. To do this we have thought about what might cause harm to people and documented it in this risk assessment and have attempted to take reasonable steps to prevent that harm.

This should be inserted in Section 9 of your Due Diligence Folder



Generators

Generators						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
Generators - source of ignition.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Refuelling when running or hot.	Use diesel or LPG-powered generators. Train a responsible person and give them refuelling task.	Check before commencement of event that there is enough fuel to last through the service.		
		Siting on unlevel ground.	Ensure level position before starting.	Conduct training on a regular basis.		
		Storing fuel near a potential ignition source or in direct sunlight.	Fuel should be kept out of sunlight and sources of ignition. Fuel should be restricted to the amount required to run the equipment (with the same in reserve).	Site inspection prior to starting up the generator.		
		Poorly-maintained equipment. Loose connections.	Service generator annually. Leads and plugs should be checked before and after use.	Keep electrical test certificates and run visual checks on leads and connectors. Keep equipment records and maintain as recommended by the manufacturer.		

Heating equipment

Heating Equipment						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
Heating equipment's source of ignition	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Equipment sited near to flammable materials.	Do not site near any flammable material.	Survey site prior to use and inspect regularly.		
		Using equipment in areas or ways not suitable according to manufacturer's instructions.	Only use and install as per manufacturer's instructions. Ensure adequate ventilation.	Provide appropriate training and appoint responsible persons.		
		Not maintaining equipment in accordance with manufacturer's instructions.	Annual PAT testing and servicing according to manufacturer's recommendations.	Keep equipment service records up to date and diarise services.		
		Loose wiring / electrical overloading.	Having installation checked and certified regularly.	Keep electrical test certificates and conduct visual checks on leads and connectors prior to use.		

Electrical equipment

Electrical Equipment						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
Electrical equipment's source of ignition.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Faulty wiring of installation or appliance, i.e. loose cables or connectors. Cable chaffing due to incorrect installation. No RCD fitted.	Annual electrical inspection and certification. PAT testing on either 6 or 12 month cycle according to appliance type.	Keep equipment service records up to date. Keep electrical test certificates for 3 years. Conduct daily visual checks on leads and connectors.		
		Overheating appliances due to insufficient ventilation or excessive/incorrect use.	Training on how appliances should be used and for what purpose. Ensuring that equipment is fit for purpose.	Check plug temperatures. If they are running hot, turn them off and reconsider the loads being applied.		
		Extract canopies not being interlocked with equipment.	Interlocking and ventilation are a legal requirement and will be looked at as part of the annual inspection process.	Keep equipment service records up to date. Keep electrical test certificates for 3 years.		

LPG cylinders

LPG						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
LPG cylinders and installation	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Gas leaks.	Use leak detector fluid to test for leaks, never a naked flame. Isolate faulty appliances.	Provide appropriate training and keep records.		
		Faulty equipment installation or poor maintenance.	Annual gas safety check. Correct gas pipe sizing for appliances.	Annual gas check carried out by a Gas Safe Engineer (keep certificates for 3 years). Keep equipment service records up to date.		
		Using appliances without a flame failure device fitted.	Use only CE certified appliances.	Keep equipment records.		
		Using appliances in a way not recommended by manufacturer.	Appropriate training on appliance use.	Training in use of all appliances and document in training record.		
		Not having over-temp thermostats or emergency shut-off valve fitted.	This should be covered in the annual Gas Safe check and included on the gas safety record.	Diarise Gas Safe annual check.		
		Incorrect methods for changing gas cylinder / regulator.	Cylinder changing process to be documented and displayed where cylinders are housed. Use automatic change over valve.	Provide appropriate training and keep records.		
		Overriding safety cut outs.	No DIY equipment servicing or moving equipment, unless on quick release valve couplers.	Training and ongoing vigilance by manager or responsible person.		

Firefighting equipment

Firefighting Equipment						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom.**	**Corrective action required**	**Date corrective action carried out and by whom**
Spread of fire.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Lack of / incorrect firefighting equipment.	Provide correct and suitably-sized fire extinguishers.	Regular checks to ensure all firefighting equipment is fit for purpose and positioned correctly.		
		Out of date firefighting equipment.	Keep a fire extinguisher maintenance programme.	Equipment register showing that fire extinguisher maintenance is carried out (and instructing when it should be).		
		Lack of training in use of firefighting equipment.	At least one person on shift should be trained in firefighting equipment use.	Review the training register and keep it up to date.		
		Unclear or non-existent evacuation and notification procedures.	Provide an evacuation procedure and notice.	Training and annual review of risk assessment.		

Tents, marquees, gazebos and stalls

Tents, Marquees, Gazebos and Stalls						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
Fire.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Siting near to an ignition source.	Unit should be fire retardant.	Conduct visual checks to ensure siting is correct.		
		Smoking.	Do not site by a designated smoking area, generator, or electricity pylon.	Provide no smoking signs. Enforcement by managers.		
		Equipment fire.	Equipment should be sited away from walls allowing for the wind factor.	Conduct visual checks to ensure that equipment is sited and installed correctly. Have annual checks completed on all equipment and make sure you have certificates for each.		
		Vehicle fire.	Vehicles parked a minimum of 3m from the structure.	Conduct visual checks to ensure that vehicles are sited so as not to cause a hazard. Allow for emergency vehicle access.		
		Arson.	Security personal if arson is a possibility.	Management, vigilance and cooperation with others on site.		

Delivery/towing vehicles

Delivery / Towing Vehicles						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
Fire.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Leaking fuel or fuel fumes.	Vehicles should not be refuelled on site. If the site or access is difficult, the underside of vehicle should be checked after arrival on site to ascertain if any damage has been done to the fuel/ exhaust system that could constitute a fire hazard.	Maintain and keep driver records for 3 years. Make drivers responsible for checking the condition of the vehicle prior to every use. Use a daily checklist if applicable.		
		Electrical fault or loose / damaged battery connections.	Vehicles should have valid MOT and service history. Gas and electrical systems should have an annual safety check and be certificated by a competent person.	Keep vehicle records for a minimum of 3 years. Keep electrical and gas safety check documents for 3 years.		

Combustible materials

Combustible materials						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
Sources of ignition.	Staff. Public. Damage to your equipment. Damage to other traders' equipment.	Packaging / fuel /waste stored incorrectly.	Don't allow waste packaging to accumulate. Keep it tidy and away from the public and ignition sources like generators.	Visual checks before and during service to ensure that waste packaging is not accumulating in an unsafe place.		
		Incorrect disposal or storage of waste packaging.	Training and vigilance.	Visual checks to ensure supplies are stored correctly away from heat sources.		
		Excess amount of LPG cylinders stored or secured incorrectly.	Store generator fuel away from heat source or direct sunlight and away from any public access. Only take adequate primary fuel (and the same in reserve) to site.	Visual checks to ensure fuel supplies are stored correctly and not near a potential ignition source and / or public access.		
		LPG cylinders not protected from public.	Secure LPG cylinders away from public access.	Visual checks to ensure fuel supplies are stored correctly.		
		Arson.				

Gas appliances

Gas Appliances						
Hazard	**Who / what would be at risk?**	**Cause of risk**	**How could we control / minimise the risk?**	**Checks to be put in place to ensure that the risks are minimised and by whom**	**Corrective action required**	**Date corrective action carried out and by whom**
Fuel fire.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.					
		Poor cleaning leading to a build-up of combustible debris or grease.	Strict adherence to the cleaning rota.	Check daily that cleaning rota is adhered to and diarise service visits.		
		Using appliances for a purpose not intended by manufacturer.	Annual gas safety check by a Gas Safe engineer.	Keep equipment service records up to date. Keep Gas Safe inspection report for 3 years.		
		Using non CE-approved appliances.				
		Insufficient ventilation of equipment				
		Poorly maintained appliances.				
		Improper installation of appliances.	Not moving equipment unless on quick release valved couplers. No DIY equipment servicing.			
		Combustible materials left near to open flame devices	Use of notices by devices with an open flame. Staff training and fire safety awareness.	Ongoing vigilance. Visual inspections before, during and after shift.		