

Fire Safety Checklist - CHATSWORTH COUNTRY FAIR 2024

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BOOKING FORM



CHATSWORTH

This form must be completed by:

- Occupants of large marquees (>9m in width)
- The lead organizer of a multi-occupied marquee

You are not permitted to start trading until you can answer "YES" to all of the questions relevant to your trading area.

Name of Stand:

YES **NO**

- | | | |
|--|--------------------------|--------------------------|
| 1. Are adequate exits provided for the of persons within?
(Are your staff able to evacuate your stall easily if normal access is blocked?) | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are there sufficient emergency exit signs indicating the appropriate escape route and do they comply with current regulations?
(especially where there are exits NOT intended for public use, or emergency routes which are not in regular use) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are all exits kept unobstructed? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. For all areas used after the hours of darkness, if the normal lighting failed would the occupants be able to make a safe exit? (Do you have back up lighting such as torches?) | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are there an adequate number of fire extinguishers/fire blankets available in conspicuous positions? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Has the fire fighting equipment been tested in the last 12 months? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are all traders aware of how to raise the alarm in the event of a fire? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you briefed traders (and others) in the following:
-location of exits and fire fighting equipment
-the agreed means of raising the alarm (eg. whistle)
-how traders should assist in evacuating the marquee
-how traders can assist in preventing people re-entering the marquee until officials have given the all clear. | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you removed, or kept to a minimum, combustible material that could promote fire spread such as paper, cardboard, bottled gas, etc? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Are the structure, curtains, drapes etc flame retardant? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Where sleeping accommodation is next to the marquee (tent or caravan) there is at least a 1 metre gap between the tent/caravan and the marquee. This will be enforced by the Red Sock Stewards | <input type="checkbox"/> | <input type="checkbox"/> |

Trade Stand Name/Company Name:

Signature:

Print name:

Date:

Contact details: Unit 1, Bayfield Brecks, Walls Lane, Bayfield, Holt, Norfolk, NR225 7DZ
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