

Village Fire Risk Assessment

We have designed this form to make it easy for your group to comply with the law and best practice on fire safety and to ensure that everyone is kept as safe as possible whilst enjoying their week with us.

Every individual or group undertaking cooking using a gas appliance **MUST** complete this risk assessment form; **ensuring that a printed and completed copy is brought with you to the event. It may be inspected by our team of fire safety assessors, or the Fire & Rescue Service who have enforcement powers.** If you have any questions whilst completing this assessment, please contact us at info@new-wine.org before attending or by visiting Site Services whilst at the event.

Please read the bullet points and answer questions 1-12:

- Gas cylinders should NEVER be kept inside a tent. Propane gas cylinders (red) can explode with an increase in temperature. Use blue butane gas if you can.
- NEVER change a small gas stove cylinder whilst the ring is hot, even if you are hungry.
- Gas cylinders MUST be properly secured to the hose. Turn cylinders completely off when not in use.
- If possible before travelling to the site, get your installation checked/inspected for safe operation. **Commercial installations must have a current gas safety certificate.**

1. ARE ALL OF YOUR GAS CYLINDERS OUTSIDE THE TENT AND ALL CONNECTIONS SUITABLY SECURED TO THE HOSE?

YES NO

2. CAN YOU EASILY GET TO THEM TO TURN THEM OFF IN AN EMERGENCY?

YES NO

- We'd rather you always cooked outside the tent as it's safer BUT if you cook inside please make sure there is plenty of gap between the rings and the tent wall, that they rest on a firm non-combustible base and larger ones have protective side panels up.
- Any gas cylinders must be secured to a peg or stake. If it tips over it may pull the cooking ring onto the tent and start a fire.
- In a small tent don't put the cooker between you and the only way out!

3. ARE YOUR CYLINDERS SECURED FROM TIPPING AND THE COOKING RING WELL AWAY FROM THE SIDE OF THE TENT?

YES NO

4. HAVE YOU GOT AN EXTINGUISHER / FIRE BLANKET? IS IT IN AN ACCESSIBLE PLACE, PREFERABLY NEAR THE COOKER? Has it been serviced in the last year (it may not work when you need it, if it hasn't)?

YES NO

5. HAVE YOU SHOWN EVERYONE IN YOUR GROUP HOW TO USE IT?

YES NO

- Keep your bins emptied regularly.
- Don't throw matches or BBQ coals in any bin
- Keep the bin outside away from the tent

6. DOES EVERYONE KNOW WHAT NOT TO PUT IN ANY BIN?

YES NO

- You must not bring flammable liquids (white spirit etc), fireworks, garden flares, candles of any kind (including tea lights), petrol or diesel fuel canisters or generators.
- No bonfires, fire pits or similar naked flame fires are allowed, not even if you're having a hog roast.
- Don't ever allow smoking inside a tent.

7. HAVE YOU MADE SURE YOU'VE NOT GOT ANY BANNED ITEMS AND THAT EVERYONE KNOWS NOT TO SMOKE INSIDE?

YES NO

- Don't store cardboard or anything else that could burn near the cookers.
- If you have an authorised electrical hook up (for caravans etc) make sure all extension cables are uncoiled (but put so you can't trip over them), that no cable is frayed or near water and that nothing that might catch alight is on or close to electrical items.

8. HAVE YOU CHECKED THAT NOTHING COMBUSTIBLE IS NEAR AN IGNITION SOURCE (ANYTHING THAT GETS HOT OR ELECTRICAL ITEMS)?

YES NO

Your tent should be fire retardant, if it isn't, you can buy a fire retardant spray from camping shops and spray it.

9. HAVE YOU THOUGHT ABOUT THINGS TO STOP A FIRE SPREADING AND DONE AS MANY AS YOU CAN?

YES NO

- Getting out in a hurry will seem important if a fire starts. Don't ever block or lock zips, doors or other ways out (even in a tent).
- Make sure you have some form of light easily to hand too (perhaps a spare torch).
- Make sure everyone is aware of what to do should an incident occur e.g. how to raise the alarm, evacuate and the location of all of the exits.

10. HAVE YOU CHECKED ALL YOUR EXITS ARE CLEAR, UNOBSTRUCTED AND EASILY OPENED?

YES NO

- It's easy to lose people in a stressful situation. Make a plan about what the group should do, and where they should meet up if you have to evacuate.
- Keep a list with names and mobile numbers to hand just in case.

11. HAVE YOU MADE A PLAN ABOUT WHAT YOUR FAMILY/GROUP WILL DO IN THE EVENT OF A FIRE OR OTHER EMERGENCY?

YES NO

12. HAVE YOU TOLD EVERYONE IN THE FAMILY/GROUP ABOUT THE PLAN?

YES NO

If you answered YES to all of the above you are a star. Thank you, you need do nothing more than keep an eye out to make sure everything stays safe.

If you answered NO to any please decide what actions are needed and undertake them to mitigate any issues so that you can answer YES. Record your actions on the sheet next to the question.

NAME OF PERSON COMPLETING THIS FORM:

DATE YOU FILLED IT IN/...../.....