

# Fire Safety Checklist - CHATSWORTH COUNTRY FAIR 2025

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?<br>(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?<br>(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:<br>-location of exits and fire fighting equipment<br>-the agreed means of raising the alarm (eg. whistle)<br>-how traders should assist in evacuating the marquee<br>-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, combustibile 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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