



FIRE SAFETY RISK ASSESSMENT

FOR

THE LUXURY CATERING COMPANY LTD

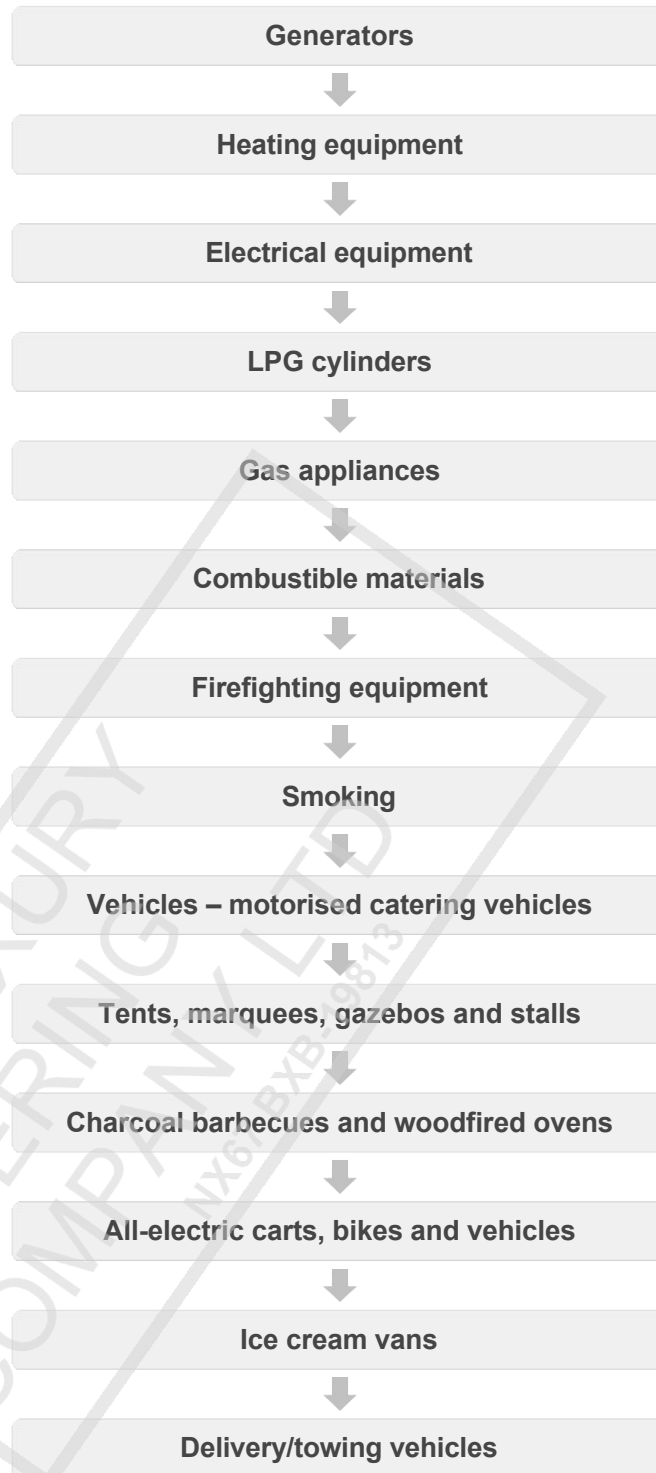
Membership Number **16835**

Responsible Person - **Nathan Thompson**

Unit Name	Creation Date	Next Renewal Date
NX67 BXB	13/Dec/2017	08/Jan/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.	Refuelling when running or hot.	Use diesel or LPG-powered generators.	Check before commencement of event that there is enough fuel to last through the service.		
	Public.		Train a responsible person and give them refuelling task.			
	Damage to your equipment.	Siting on unlevel ground.	Ensure level position before starting.	Conduct training on a regular basis.		
	Damage to other traders' equipment.	Storing fuel near a potential ignition source or in direct sunlight.	Fuel should be kept out of sunlight and sources of ignition.	Site inspection prior to starting up the generator.		
	Damage to infrastructure.		Fuel should be restricted to the amount required to run the equipment (with the same in reserve).			
	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.			

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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.	Equipment sited near to flammable materials.	Do not site near any flammable material.	Survey site prior to use and inspect regularly.		
	Public.					
	Damage to your equipment.	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.		
	Damage to other traders' equipment.	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.		
Damage to infrastructure.	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.		

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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.	Faulty wiring of installation or appliance, i.e. loose cables or connectors.	Annual electrical inspection and certification.	Keep equipment service records up to date.		
	Public.	Cable chaffing due to incorrect installation.	PAT testing on either 6 or 12 month cycle according to appliance type.	Keep electrical test certificates for 3 years.		
	Damage to your equipment.	No RCD fitted.		Conduct daily visual checks on leads and connectors.		
	Damage to other traders' equipment.	Overheating appliances due to insufficient ventilation or excessive/incorrect use.	Training on how appliances should be used and for what purpose.	Check plug temperatures. If they are running hot, turn them off and reconsider the loads being applied.		
Damage to infrastructure.		Extract canopies not being interlocked with equipment.	Ensuring that equipment is fit for purpose.	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.		

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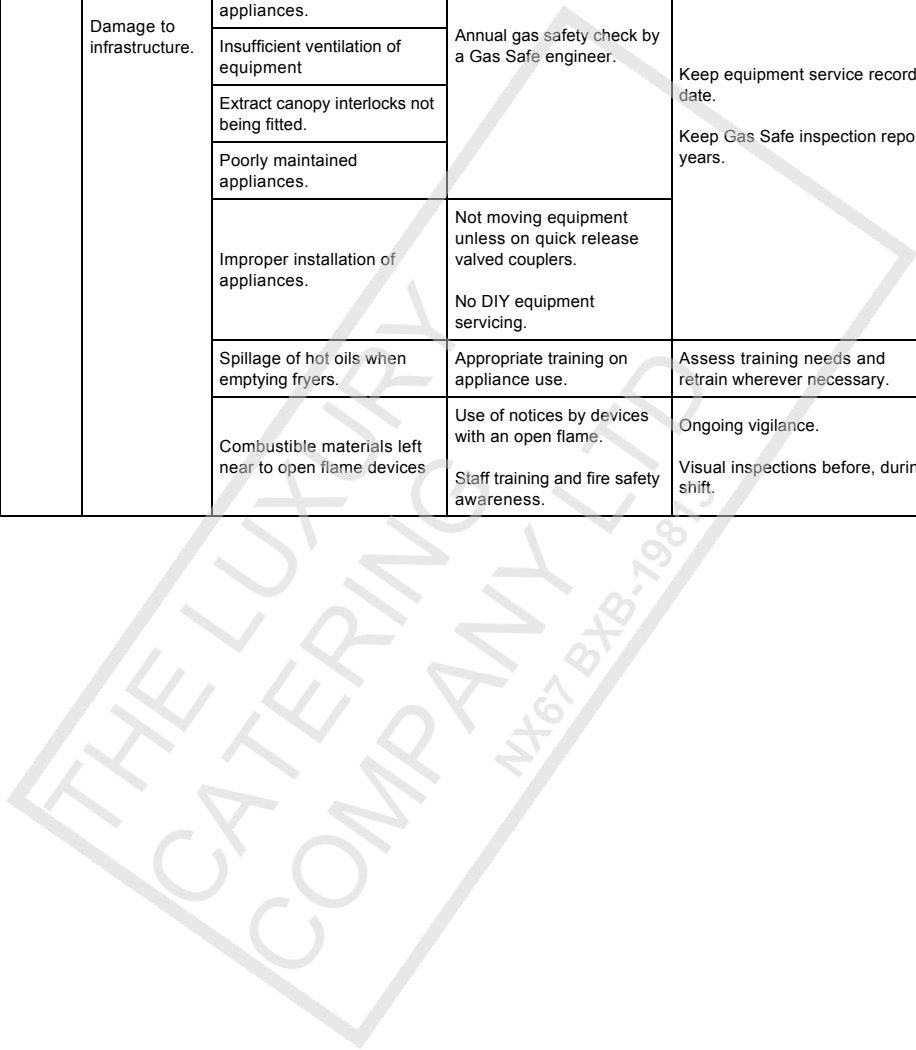
LPG cylinders

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.	Gas leaks.	Use leak detector fluid to test for leaks, never a naked flame. Isolate faulty appliances.	Provide appropriate training and keep records.		
	Damage to your equipment. Damage to other traders' equipment.	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.		
	Damage to infrastructure.	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.		

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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.	Overfilling fryers.	Staff training on safe use and emptying of fryers.	Provide appropriate training and keep records.				
	Public.	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.				
	Damage to your equipment.	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.				
	Damage to other traders' equipment.	Using non CE-approved appliances.						
	Damage to infrastructure.	Insufficient ventilation of equipment						
		Extract canopy interlocks not being fitted.						
		Poorly maintained appliances.						
		Improper installation of appliances.			Not moving equipment unless on quick release valved couplers. No DIY equipment servicing.			
		Spillage of hot oils when emptying fryers.			Appropriate training on appliance use.	Assess training needs and retrain wherever necessary.		
		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.		



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.	Packaging / fuel / cooking oil / 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.		
	Public.					
	Damage to your equipment.	Fryers overheating.	Ensure fryers are maintained and checked correctly.	Regular checks to ensure over-temperature cut-outs are working.		
	Damage to other traders' equipment.	Hot oil discharged from fryers into unsuitable containers.	Ensure that hot oils are allowed to cool to a temperature where they can be handled safely.	Documented process for handling hot oils.		
		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.					

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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.	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.		
	Damage to your equipment.	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).		
	Damage to other traders' equipment.	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.		
	Damage to infrastructure.	Unclear or non-existent evacuation and notification procedures.	Provide an evacuation procedure and notice.	Training and annual review of risk assessment.		

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Smoking

Smoking						
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.	Smoking materials to be excluded from the workplace.	Don't allow smoking near combustible materials or fuel. Don't allow smoking within 3m of the workplace. Designate a smoking area where possible.	Ask staff to complete a health questionnaire prior to employment and keep records up to date. Provide training with regard to responsible smoking and extinguishing of cigarettes.		



Vehicles – motorised catering vehicles

Motorised Catering 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 site access is difficult, then the underside of vehicle should be checked after arrival on site (to ascertain if any damage has been done to the fuel or exhaust system that could constitute a fire hazard).	Driver records should be maintained and kept for 3 years. Drivers should be made responsible for checking the condition of the vehicle prior to every use. A daily checklist could be used 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.	Vehicle records should be kept for a minimum of 3 years. Electrical and gas safety check documents should be kept for 3 years.		
		Inboard generators.	Inboard generators should be checked on a regular basis to ensure safe operation in addition to the annual safety check. Generators should not be refuelled when hot or running.	This should form part of a pre-job checklist.		
		LPG leak.	If the vehicle has LPG as a fuel source, connections should be checked prior to use and cylinder changing should only be carried out by a suitably-trained person.	This should form part of a pre-job checklist. "LPG suitably-trained person" training should be carried out by a responsible person for each unit.		

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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.	Siting near to an ignition source.	Unit should be fire retardant.	Conduct visual checks to ensure siting is correct.		
	Damage to your equipment.	Smoking.	Do not site by a designated smoking area, generator, or electricity pylon.	Provide no smoking signs. Enforcement by managers.		
	Damage to other traders' equipment. Damage to infrastructure.	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.		

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Charcoal barbecues and woodfired ovens

Charcoal Barbecues and Wood Fired Ovens						
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.	Flare-up from using incorrect fuels to ignite charcoal.	Methods of lighting should not include fuel oils. Choose products with lower fat content.	Correct use of materials.		
		Cooking with products with a high fat content.	Provide training in setting up, igniting, cooking and disposing of charcoal/ wood embers.			
		Incorrect disposal of hot embers.	Dispose of hot embers in a fire box or a lidded bucket and douse on site.	Ensure equipment for disposal is available.		
		Placing cooking units too close to combustible materials.	Staff training and monitoring.	Staff training and reviews.		
		Unstable or uneven siting.		Visual checks to ensure siting is correct.		
		Flying embers.	Always be conscious of wind direction and surrounding conditions.	Provide a wind barrier to prevent excessive smoke and flames.		
		Poor flame control.				
Asphyxiation through smoke inhalation.		Using the equipment in an enclosed structure.	BBQs should never be used in a closed structure.	Staff training and reviews.		

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All-electric carts, bikes and vehicles

All-Electric Carts, Bikes & 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
Electric shock.	Staff.	Faulty wiring within unit.	Annual electrical inspection and certification. PAT testing where applicable on either a 6 or 12 month cycle according to electrical regulations.	Keep equipment service records and test certificates up to date. Visual checks on leads and connectors prior to each use.		
	Public.	Loose cables or connectors.				
	Damage to your equipment.	Cable chaffing due to incorrect installation.				
	Damage to other traders' equipment.	No RCD fitted.				
Fire.	Overheating appliances due to insufficient ventilation.	Training in equipment use.	Assess training needs and keep records.			
	Damage to infrastructure.	Overheating appliances due to excessive or incorrect use.		Appropriate training to be given and records kept.		



Ice cream vans

Ice Cream Vans

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.	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 or 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.		
	Damage to infrastructure.	Electrical fault or loose / damaged battery connections.	Vehicles should have a valid MOT and service history. Gas and electrical systems should have annual safety checks 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.		

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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.	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.		
	Damage to infrastructure.	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.		

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