Fire safety questionnaire

**This questionnaire is to be completed by the Event Safety Officer and/or Event Organiser PRIOR to fire inspection.**

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| **Description** | **Yes** | **No** | **Comment/s** |
| Has emergency escape routes been identified on the site by means of signage placed around event sites (route maps)? |  |  |  |
| Has emergency exits been identified with proper signage? |  |  |  |
| Has Emergency Assembly Points been identified with proper signage?  **At least TWO (2)** |  |  |  |
| Has a Fire Lane been established? |  |  |  |
| Is the Fire Lane at least 4 m wide? |  |  |  |
| Is the Fire Lane un-obstructed at all times? |  |  |  |
| If pyro-technics are being utilised, has the necessary approvals been obtained? |  |  |  |
| Food vendors  Each one to have at least one 9 kg portable serviced fire extinguisher and checked for validity |  |  |  |
| Food vendors  Fire blanket present if working with deep-fry oil? |  |  |  |
| Food vendors  If using LPG, placed 6 m apart? |  |  |  |
| Food vendors  LPG installation to be checked annually. Checked? |  |  |  |
| All electrical cables lying in walkways covered with cable trunks? |  |  |  |
| CoC issued for each individual electrical main point/generators? |  |  |  |
| Tents  Rigged at least 4,5 m from boundary? |  |  |  |
| Tents  Rigged adjacent to one another, 4,5 m between them? |  |  |  |
| Tents  No cooking allowed in tent that is occupied by attendees |  |  |  |
| Tents  Exit signs put up? |  |  |  |
| Tents  Portable fire extinguishers with appropriate signage placed 1:100 sq. m. |  |  |  |
| Tents  All lighting and wiring correctly installed? |  |  |  |
| Tents  NO SMOKING signs placed at each entrance?  No smoking is permitted in any tent |  |  |  |
| Temporary Population Certificate displayed? |  |  |  |
| Where smoking is allowed, has provision been made for the safe disposal of smoking material and matches to prevent the creation of a fire hazard or other threatening danger? |  |  |  |

No smoking is permitted in any tent.

No open fire is permitted on an event site.

Copies of CoC and Structural Engineer sign off documents to be e-mailed to Fire Dept.

Event Safety Officer

|  |  |  |
| --- | --- | --- |
| Name and surname | Signature | Date |
|  |  |  |

Event Organiser

|  |  |  |
| --- | --- | --- |
| Name and surname | Signature | Date |
|  |  |  |