Risk assessment

Malmesbury Town Council

Service / facility /activity: Haze Machine for events

Date: 19.11.19

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Fire - undetected	All	Fire watch/ marshals guards in place; x1 per space/room. Detectors enabled immediately when event ends.	FWG's reported to Event Fire Safety Manager or EFSM); communicated to Hirer	Hirer/Town Clerk/ EFSM.	As needed prior to event	
Impeded visibility prevents exit	All	Haze machine located away for exits; level of haze monitored.	Haze flow / ventilation monitored and managed to maintain balance between effects and access.	Hirer/EFSM.	Per event	
Fire detected	All	Other areas of building activated FWG's /EFSM in place. Extinguishers in place.	Haze machine stopped; verbal fire alarm; evacuation triggered; FWG communicated with EFSM – alarm activated.	Hirer/FWG;s/E FSM	In event of fire	
Insurance invalid	Malmesbury Town Council	Hirer to provide 5m insurance cover.	Hirer to provide written confirmation and copy of certificate. Haze machine not permitted if not produced.	Town Clerk/ EFSM	Prior to event.	
Lack of awareness of issues by EFSM	All	ESFM (MH) trained on fire awareness and fire extinguisher awareness. ESFM familiarized with Fire Alarm controls – via Haven and other as needed. EFSM briefed on expectations of hirer.		Town clerk/ ESFM	Prior to event. Update as needed.	

Combined risk assessment and policy template published by the Health and Safety Executive 08/14