

Open Flame Cooking Checklist

At New Wine Festival, the use of open flame cooking equipment (gas stoves/burners, BBQs etc) must abide by the following mitigations and guidance. Open fires, fire pits, chimeneas and Chinese lanterns are not permitted at the event.

If you are unsure about any aspects of Fire Safety, please do speak to the Control team.

How to complete this checklist:

1. Please read each question and risks carefully.
2. Once onsite at the event, please check you have completed the actions recommended.
3. Answer each question and sign and date the form at the bottom.
4. Please keep the checklist with you onsite and be sure to adhere to the guidance. It may be inspected by our team or by the Fire & Rescue Service who have enforcement powers. If you have any questions, please ask your Village Host or Control.

GAS CYLINDER SAFETY:

1. Are all gas cylinders: stored outside of tents or structures, protected from tipping and away from combustible materials?
2. Are all gas appliances and connections inspected and securely attached, with no leaks?

YES ☐ NO ☐

COOKING ARRANGEMENTS:

3. Is all cooking conducted in safe, well-ventilated areas, preferably outside of tents?
4. Where cooking inside is necessary, are flame sources set on stable, fireproof surfaces with sufficient clearance from tent walls?

YES ☐ NO ☐

FIRE FIGHTING EQUIPMENT:

5. Is a fire extinguisher and/or fire blanket (that has been serviced within the last 12 months) present and easily accessible?
6. Has the person cooking been shown how to operate the fire safety equipment?

YES ☐ NO ☐

COMBUSTABLE WASTE MANAGEMENT:

7. Are your group bins emptied regularly and located away from tents or ignition sources?
8. Is combustible waste (e.g., matches, coals) disposed of safely and not in general waste bins?

YES ☐ NO ☐

PROHIBITED ITEMS & ACTIVITIES:

9. Are hazardous materials (e.g., petrol, white spirit), candles, fireworks, or generators excluded from the village?
10. Is smoking inside tents strictly prohibited and signage in place where applicable?

YES ☐ NO ☐

ELECTRICAL & HEAT SOURCES:

11. Are all electrical installations and hook-ups compliant with event safety standards?
12. Are cables fully uncoiled, kept dry, and away from flammable items?

YES ☐ NO ☐

TENTS & CAMPING LAYOUT:

13. Are tents fire-retardant or treated with fire-retardant spray?
14. Are fire lanes and emergency road routes clear around your campsite?

YES ☐ NO ☐

EMERGENCY EVACUATION PLAN:

15. Does your group have a clear evacuation plan that has been communicated to all attending?
16. Are exits unobstructed around any communal tents or marquees?
17. Do you have a designated assembly point and headcount system?

YES ☐ NO ☐

CHECKLIST COMPLETED BY: _____ DATE: _____

ON BEHALF OF (GROUP NAME): _____