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# Event Risk Assessment, Fire Safety Assessment & Evacuation Plan




Company Registration Number: 16487575

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# Event Overall Risk Assessment

Life-safety fire risk assessment for assembly and recreation premises

## Report Particulars

| | |
|---|---|
| **Date of risk assessment** | 14-11-2026 |
| **Site type** | Assembly premises |
| **Client / organisation** | British Bangladeshi Construction Association |
| **Site / premises name** | The Royal Regency |
| **Site address** | 501 High St N, London E12 6TH |
| **Report reference** | HB2-RA-BBCA-01 |
| **Assessor** | Mohammad Dullah Bhuiyan MIFSM, AIFireE |
| **Reviewer / validator** | Mohammad Dullah Bhuiyan MIFSM, AIFireE |
| **Suggested review date** | 29-11-2026 |

## Executive Summary

This general Event Risk Assessment that includes fire safety and evacuation plan examines the risk to life from fire and assesses the adequacy of the premises' fire precautions and event management arrangements. It has been prepared with reference to the Regulatory Reform (Fire Safety) Order 2005 and recognised principles for non-domestic premises.

The whole purpose of this assessment is to assess and have suitable control and management plan available for the event day of the Build Festival being held on 29 November 2026 organised and held by the British Bangladeshi Construction Association.

This assessment covers Event Risk Assessment, Fire Safety Assessment & Evacuation Plan for the Event Day only. It does not replace the primary Fire Risk Assessment of the Venue which was commissioned and managed by the Venue owner/ responsible person as per Regulatory Reform (Fire Safety) Order 2005.

The assessment considered fire hazards, persons at risk, means of escape, detection and warning systems, emergency lighting, firefighting provisions and fire safety management. No detailed deficiencies are recorded as this was not the purpose of the assessment.

The findings reflect conditions observed during the inspection and the information and documents available to the Assessor.

The overall fire risk is moderate. The Responsible Person should retain records of inspections, testing and maintenance for fire safety systems, together with staff training and fire drill records. This report must be read in conjunction with the premises existing FRA dated 08 December 2025.

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# Introduction, Scope and Limitation

The report provides professional judgement based on the available evidence including the existing Fire Risk Assessment. The Client should address all identified hazards and deficiencies in accordance the venue management team. Reasonable steps were taken to inspect all accessible areas under the Client's responsibility. Inaccessible areas, and those requiring damage to gain access, were excluded.

Information supplied by the Client's representatives was accepted in good faith as accurate. Fire doors were reviewed on a representative visual basis. No inspection of compartmentation was carried out.

The report did not assess the design and coverage suitability of building fire compartmentation installed services provision and its suitability, electrical, plumbing, mechanical, ventilation, nor- did assess the condition of plant and equipment, as these was not part of the scope.

This Event Risk Assessment is prepared solely for the named client and does not supersede the requirements of the Local Authority, Building Regulations, Building Control/Standards Department or Fire Authority.

It reflects the information and professional knowledge available at the date of preparation, applies only to the identified project and client instructions, and remains valid only while no changes are made without formal advice from HB2 Consultants Ltd.

The report records matters observed or reported on the assessment date and cannot identify every possible risk, hazard or improvement. HB2 Consultants Ltd, its directors, employees and the Assessor accept no liability for outcomes arising from its use or reliance by third parties.

This Fire Risk Assessment considers the risk to life from fire at the premises and, where necessary, identifies measures required for compliance with the FSO. The report does not address the risk to property or business continuity from fire.

# Event Details:

**Event Type:** Professional Exhibition, Conference, Networking and Cultural Programme
**Venue:** Indoor Venue
**Expected Attendance:** 1,500+ Visitors, Delegates, VIP Guests, Exhibitors and Staff
**Exhibitors:** Approximately 25 Business/Sponsor Stalls
**Main Features:** Main Stage, Keynote Speeches, Cultural Performance, Exhibition Area, Catering (if applicable)
**Assessment Prepared For:** British Bangladeshi Construction Association (BBAC)
**Client representative:** Chowdhury Md Naimur Islam

## Applicable UK Legislation & Guidance

This event should be planned and managed in accordance with:

I. **Regulatory Reform (Fire Safety) Order 2005 (RRFSO)**, which places legal responsibility on the "Responsible Person" to undertake and record a suitable and sufficient fire risk assessment and implement appropriate fire precautions.

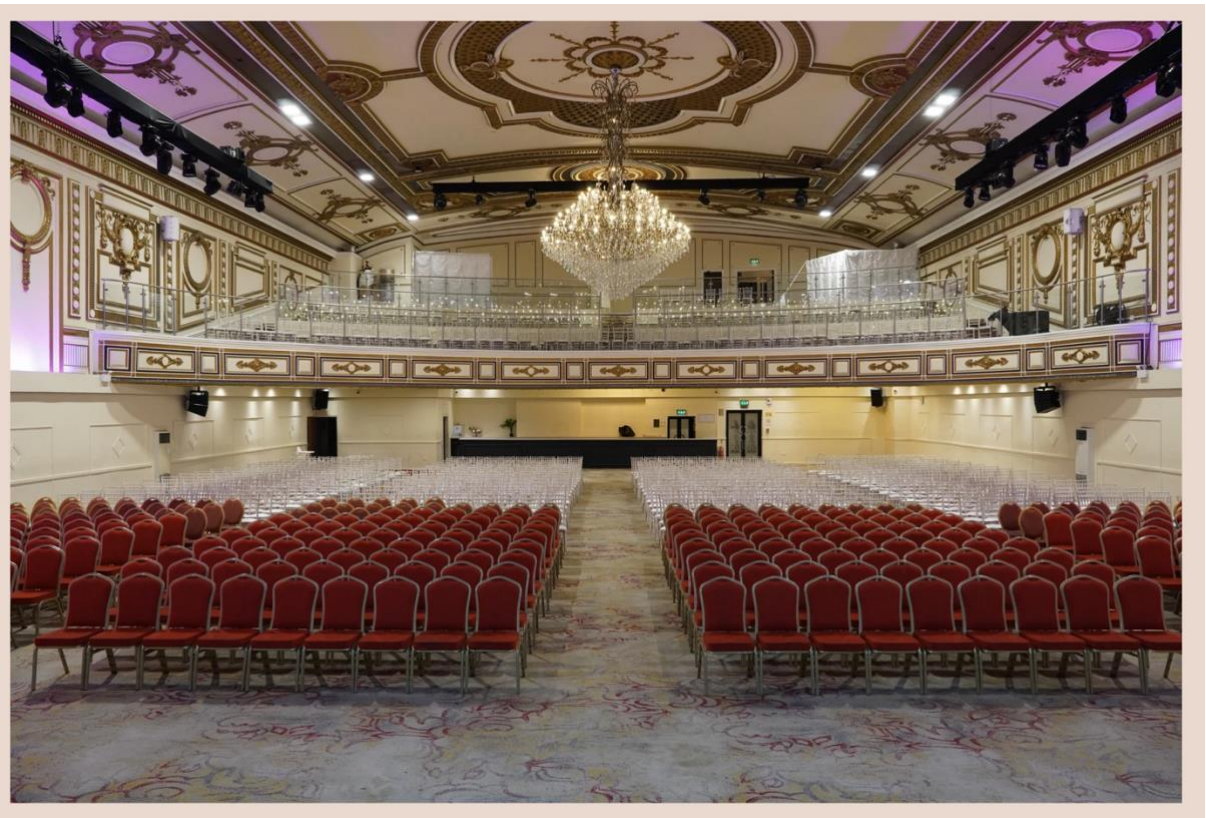
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II. **Health and Safety at Work etc. Act 1974** (general duty to protect employees and others affected by the event).
III. **Building Safety Act 2022** (where applicable to the venue and management arrangement).
IV. **Equality Act 2010** and fire evacuation provisions for disabled persons, including PEPs where required.
**V.** Venue licence conditions and any Local Authority/SAG (Safety Advisory Group) requirements.

## Building Details

The building comprises large ballroom, Lounge room, Kitchen, office and multiple toilets constructed in 1902. The premises comprise the whole of the building over two floors with an approximate area of 1160 m2. It has no basement floor. Two separate 1st floor stairs, main access and an enclosed internal escape staircase leading directly place of safety, fire-resisting construction and doors require verification. The recorded operation hours on weekend is from 10Pm to 8PM with a suggested maximum number of 1000 person at the premises.

Wheelchair users presently use the ground floor. Normal access uses an electric wheelchair climber. The grand ballroom and accessible toilets are level once inside. It further recorded that the Assisted escape requires verification for more details including Fire Hazard and control measure, source of ignition, and source of fuel, Firefighting and detection system, please refer to the premises FRA dated 08 December 2025.



**An image of Internal floor area.**

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# A. EVENT RISK ASSESSMENT

## 1. PRE-EVENT COMPLIANCE CHECKLIST FOR THE ORGANISAER

### a. Documentation

- Fire Risk Assessment completed
- Event Risk Assessment completed
- Emergency Plan approved
- Public Liability Insurance verified
- Contractor Method Statements reviewed
- Exhibitor Fire Safety Guidance/ Plan briefed

### b. Venue Inspection

- Exhibitor Fire Safety Guidance/ Plan briefed
- Exit routes checked
- Emergency signs operational
- Fire alarm tested
- Emergency lighting tested
- Extinguishers available
- Assembly point designated

### c. Event Operations

- Staff briefing completed
- Fire marshal briefing completed
- Security briefing completed
- First aid provisions confirmed
- Public announcement system tested
- Communication radios tested

## 2. EVENT MANAGEMENT/SAFETY TEAM STRUCTURE

| Role | Quantity | Names |
|---|---|---|
| Event Director | 1 | |
| Health & Safety Manager | 1 | |
| Fire Safety Coordinator | 1 | |
| Stage Manager | 1 | |
| Fire Marshals | 12 | |
| Security Staff | 10-12 | |
| First Aiders | 10-12 | |
| Venue Duty Manager | 1 | |

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## 3. EVENT OVERALL HAZARD ASSESSMENT

| Hazard | Risks | Persons at Risk | Initial Risk | Control Measures | Residual Risk |
|---|---|---|---|---|---|
| Overcrowding | Crushing, panic | Attendees | High | Ticketed attendance, occupancy monitoring, stewarding, queuing systems | Medium |
| Emergency Evacuation | Delayed evacuation | All occupants | High | Clearly marked exits, evacuation plan, trained fire marshals | Low |
| Stage Construction | Collapse, falling objects | Audience, staff | High | Stage design certification, competent contractor, pre-event inspection | Low |
| Electrical Equipment | Electric shock/fire | All | High | PAT-tested equipment, protected cabling, qualified electricians | Low |
| Temporary Exhibition Stalls | Fire, trip hazards | Exhibitors & visitors | High | Fire-retardant materials, clear gangways, cable management | Low |
| Crowd Movement | Slips, trips and falls | All | Medium | Housekeeping, barriers, wayfinding signage | Low |
| Cultural Performance | Injury to performers or audience | Performers & guests | Medium | Rehearsals, stage management, restricted access | Low |
| Manual Handling | Musculoskeletal injuries | Staff & contractors | Medium | Manual handling training and mechanical aids | Low |
| Food & Beverage Service | Burns, contamination | Attendees | Medium | Licensed caterers, food hygiene compliance | Low |
| Security Threats | Violence, disorder | All attendees | High | Security screening, CCTV, security personnel | Medium |
| Medical Emergencies | Illness or injury | All | High | First aid team, ambulance access route, AED provision | Low |
| Fire Incident | Injury, fatality, smoke inhalation | All occupants | Very High | Fire safety management plan | Medium |

## 4. OCCUPANCY MANAGEMENT

| Category | Approximate Number |
|---|---|
| General Public | 1,000 |
| VIP Guests | 300 |
| Exhibitors | 100 |
| Event Staff | 50 |

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| Category | Approximate Number |
|---|---|
| Security | 15 |
| First Aiders | 10 |
| Performers | 25 |
| Total | Approximately 1,500 |

## Suggested Controls

- Live occupancy monitoring.
- Controlled venue entry.
- Ticket scanning system, if applicable
- Dedicated security teams.
- Queue management barriers, if possible

## 5. STAGE AND PERFORMANCE SAFETY

### i. Main Stage Controls

- Structural calculations and certification from the venue owner, occupier.
- Pre-use inspection.
- Secure lighting truss systems.
- Cable covers installed.
- Restricted backstage access.
- Dedicated Stage Manager.
- Public exclusion zones in front of stage.

### ii. Exhibition Stalls Safety

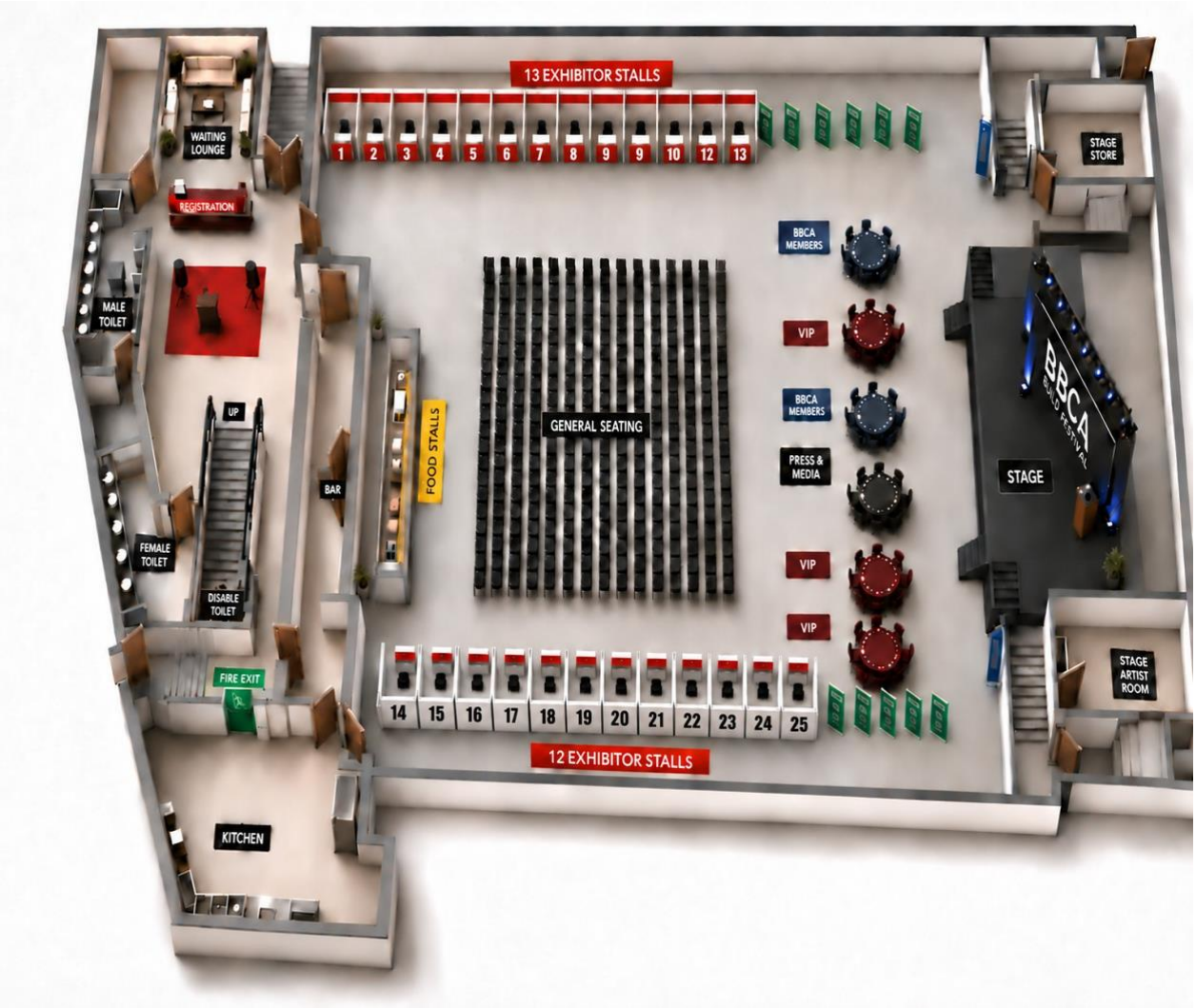
There are approximately 25 Exhibition Stalls. The exhibition stall must ensure the following:

- Fire-retardant materials only.
- No unauthorised electrical equipment.
- No obstruction of escape routes.
- No combustible storage behind stands.
- Electrical certification where applicable.

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## Ground Floor Main Hall Layout for the event day.




## The suggested Escape provision where possible.

- As Minimum 3 m wide main aisles.
- Minimum 2 m secondary aisles.
- Direct access to exits maintained.
- No dead-end passages.

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# B. FIRE SAFETY RISK ASSESSMENT

## 1. Fire Safety Management Structure for the event day

### Responsible Person

**Event Organiser:** British Bangladeshi Construction Association (BBCA)

**Venue Operator:** The Royal Regency

**Duty Manager: ….**

The Responsible Person must ensure that fire risks are assessed, control measures implemented, emergency procedures established, and staff are trained.

## 2. Fire Safety Objectives

- Prevent fire occurrence.
- Protect life and property.
- Ensure safe evacuation.
- Maintain business continuity.
- Comply with applicable fire legislation and venue requirements.

## 3. Fire Hazards Identified

### Ignition Sources

- Electrical distribution boards.
- Audio visual equipment.
- Lighting rigs.
- LED screens.
- Stage lighting.
- Portable appliances.
- Catering equipment.
- Battery charging stations/units/equipment

### Fuel Sources

- Exhibition stand materials.
- Display banners.
- Decorations.
- Packaging materials.
- General Furniture.
- Paper literature.

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- Carpeting.
- Stage curtains.

### Oxygen Sources

- Mechanical ventilation systems.
- Air conditioning systems.
- Open venue environment.

## 4. Significant Fire Hazards & Proposed Control

| Fire Hazard | Potential Consequence | Existing Controls | Additional Controls |
|---|---|---|---|
| Faulty electrical equipment. AV equipment, LED Screen, small power supply | Fire outbreak | All equipment PAT tested | Electrical inspection before opening.<br><br>Installation by approved Electrical contractor |
| Overloaded circuits | Electrical fire | Professional electrical contractor | Load calculations and distribution board control |
| Exhibition stands/stall, promotional materials, Pop-up materials, fabric banners, packaging material | Rapid fire spread | Fire-retardant materials,<br><br>No LPG or naked flames, Agreed Minimum aisle widths maintained,<br><br>Electrical equipment inspection before opening | Approval process for stand designs |
| Stage lighting heat, sound systems, temporary cables, decorative features | Heat/fire | Professional installation, Fire-retardant curtains and stage drapes<br><br>Protected cable runs<br><br>Backstage housekeeping policy<br><br>Dedicated Stage Fire Marshal | Daily inspection |
| Decorative materials | Fire spread | Fire-resistant materials | Prohibit non-certified products |

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| Fire Hazard | Potential Consequence | Existing Controls | Additional Controls |
|---|---|---|---|
| Catering equipment | Fire and burns | Competent caterers | Fire blankets and extinguishers |
| Lithium batteries | Thermal runaway | Dedicated charging areas | Continuous monitoring |

## 5. MEANS OF ESCAPE ASSESSMENT

### i. Requirements:

- Minimum two independent escape routes. Venue has this minimum escape routes.
- Routes always remain unobstructed.
- Clearly visible directional signage.
- Emergency lighting operational.
- Exit doors opening in direction of escape.

### ii. Inspection Checklist

- Escape routes clear
- Exit signs illuminated
- Fire doors operational
- Emergency lighting tested
- Final exits unobstructed
- Assembly point identified
- Disabled evacuation arrangements in place

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# C EVACUATION PLAN

## 1.Evacuation Strategy

**Strategy Type:** Simultaneous Evacuation. This approach is recommended due to the large public attendance and unfamiliarity of visitors with the venue. Upon activation of the fire alarm:

- All occupants immediately evacuate.
- Public announcements made via PA system.
- Security and fire marshal direct occupants to exits.
- No investigation delay unless agreed with venue procedures.

## 2. Evacuation Management Team

In an emergency the above event management/safety team will be responsible to manage safe evacuation.

## 3.Fire Marshal Deployment Plan

The following fire marshal deployment should be considered by the event management team to ensure an emergency can be addressed appropriately.

### i. Zone A - Main Stage

2 Marshals
Responsibilities:

- Guide audience
- Clear seating areas
- Check backstage

### ii. Zone B - VIP Areas

2 Marshals
Responsibilities:

- Support controlled evacuation
- Assist mobility impaired guests

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## ii. Zone C - Exhibition stalls & Central audience area

4 Marshals
Responsibilities:

- Sweep exhibition aisles
- Ensure stalls evacuated
- Check toilets and side rooms

## Zone D - Entrance & Registration

2 Marshals
Responsibilities:

- Direct evacuation
- Prevent re-entry

## iii. Zone E - Catering Area

2 Marshals
Responsibilities:

- Shut down catering operations
- Clear dining areas

## 4. Fire Alarm Procedure

The event management team should coordinate this with the venue management team and follow their agreed plan which could include:

### i. On Discovery of Fire

- Activate nearest manual call point.
- Notify Event Control.
- Call 999.
- Give exact location.
- Commence evacuation.

### ii. On Hearing Alarm

All occupants must:

- Stop activities.
- Leave belongings where possible.
- Proceed to nearest exit.
- Not use lifts.

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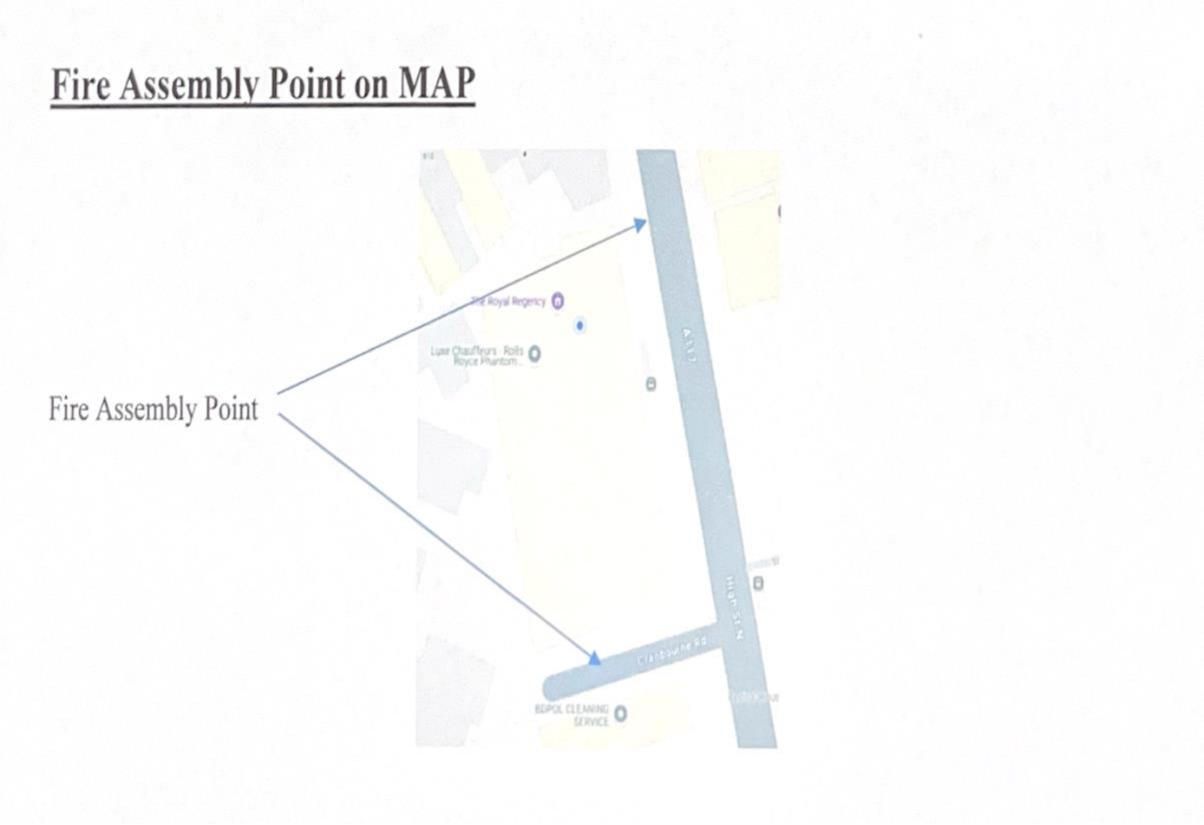
- Move directly to assembly point.

**iii. Public Address Announcement:** In the event of emergency the following Fire Evacuation Announcement

***"Ladies and Gentlemen, your attention please. Due to an emergency, we must evacuate the venue immediately. Please leave calmly using the nearest available exit and proceed to the designated assembly area. Follow instructions from event stewards and fire marshals. Do not use lifts. Thank you for your cooperation."***

### iv. Assembly Point Arrangements

**Assembly Point identified by the Venue must be followed.**




### v. Disabled Evacuation Arrangements

## Controls

- Accessible escape routes.
- Evacuation chairs where required.
- Trainee assistants.
- Refuge areas (where provided by venue).
- Personal Emergency Evacuation Plans (PEEPs) for known attendees, must need to be agreed with the Venue team.
- Visitor evacuation assistance protocol as per the existing plan for the venue.

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### vi. Event Control Room Procedure

In emergency Event Control Shall:

- Confirm alarm source.
- Call Fire & Rescue Service.
- Notify Event Director.
- Make PA announcement.
- Monitor CCTV.
- Record incident timeline.
- Liaise with emergency services.

### vii. Emergency Services Access

Maintain:

- Dedicated fire appliance route
- Emergency vehicle parking
- Access to hydrants
- Access to fire control panel
- Venue plans available
- Key contact list available

### viii. Detailed Venue Fire Safety Inspection Checklist

## 1. Documentation

| Item | Yes/No |
|---|---|
| Fire Risk Assessment available | |
| Emergency Plan available | |
| Venue fire certificate/licence reviewed | |
| Public liability insurance verified | |
| Exhibitor guidance issued | |
| Contractor RAMS reviewed | |

## 2. Means of Escape

| Item | Yes/No |
|---|---|
| Exits clearly signed | |
| Exit doors functioning | |
| Exit doors unlocked while occupied | |
| Escape routes clear | |
| Corridors free from storage | |

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| Item | Yes/No |
|---|---|
| Assembly points identified | |
| Emergency route maps displayed | |
| Final exits unobstructed | |

## 3. Emergency Lighting

| Item | Yes/No |
|---|---|
| Emergency lighting tested | |
| Escape routes illuminated | |
| Exit signs functional | |
| Back-up power operational | |

## 4. Fire Detection & Alarm

| Item | Yes/No |
|---|---|
| Fire alarm operational | |
| Manual call points accessible | |
| Alarm audibility throughout venue | |
| Control panel operational | |
| Weekly test records available | |

## 5. Fire-Fighting Equipment

| Item | Yes/No |
|---|---|
| Extinguishers provided | |
| Correct extinguisher types available | |
| Inspection tags current | |
| Fire blankets available | |
| Equipment unobstructed | |

## 6. Exhibition Stalls

| Item | Yes/No |
|---|---|
| Fire-retardant materials used | |
| No excessive combustible materials | |
| Electrical inspections completed | |
| Cables protected | |

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| Item | Yes/No |
|---|---|
| Waste removed | |
| Exits visible from aisles | |

## 7. Main Stage

| Item | Yes/No |
|---|---|
| Stage inspection completed | |
| Lighting rigs secured | |
| Electrical distribution checked | |
| Cable covers installed | |
| Backstage escape routes clear | |
| Stage drapes fire retardant | |

## 8. Crowd Management

| Item | Yes/No |
|---|---|
| Capacity monitored | |
| Queuing arrangements in place | |
| Barriers secure | |
| Stewards briefed | |
| Security present | |
| Occupancy count system tested | |

## 9. Emergency Readiness

| Item | Yes/No |
|---|---|
| Fire marshals appointed | |
| Fire marshal briefing completed | |
| First aid teams in position | |
| Radios tested | |
| Emergency contacts displayed | |
| Incident log prepared | |
| Emergency services access confirmed | |

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## 5. Final Recommended Additional Controls

- Conduct a joint pre-event inspection with the venue management team.
- Hold a fire and emergency briefing before doors open.
- Undertake a tabletop evacuation exercise with key staff.
- Liaise with the local Fire & Rescue Service if the event profile is high-risk or includes VIP attendance.
- Produce a scaled venue plan showing exits, extinguishers, assembly points, fire alarm call points, first aid posts, and steward positions.
- Adopt guidance consistent with HSE event planning and emergency management best practice. turn2search8

## 6.Overall Assessment Conclusion

**Residual Risk Rating: MEDIUM (Acceptable with Controls Implemented)**

Provided the above control measures are implemented and managed by BBCA's competent event organisers, venue management, security personnel, fire marshals, exhibitors, and contractors, the event can proceed safely with an expected attendance more than 1,000 persons, as recommended occupancy level recorded in the Venue Fire Risk Assessment.

Particular attention should be given to crowd management, emergency evacuation capacity, temporary electrical installations, stage activities, exhibition stand fire loading, and coordination with the venue's existing fire strategy and emergency procedures.

**Recommended Approval Status:** Suitable to Proceed Subject to Implementation of Control Measures and in conjunction with the Venue Management Team's Fire Safety Arrangements.

| | |
|---|---|
| **Assessor name** | **Mohammad Dullah Rahim Bhuiyan** |
| **Qualifications / competence** | **MIFSM, AIFireE** |
| **Assessment date** | **14-11-2026** |
| **Assessor declaration** |  |
| **Reviewer / validator** | **Mohammad Dullah Rahim Bhuiyan** |
| **Review date** | **14.11.2026** |
| **Review comments** | **Approved and ready for distribution with the client.** |