CHECKLIST FOR TEMPORARY STRUCTURE SUITABILITY
HAVE YOU CONSIDERED THE FOLLOWING?

As the structure provider it is your responsibility to ensure compliance with the Regulatory Reform Fire Safety Order 2005. Specific guidance in regard to fire safety, fire risk assessment, occupancy calculations and exit width calculations can be found on the Government website: https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm.

Capacity – is your structure big enough for your guests and staff? An occupancy calculation will help guide your decision on structure size. Guidance on how to calculate your capacity can be found on the Government website. Should COVID-19 controls be in place at the time of the event there may be the necessity to review the internal layout and maximum capacity figures acceptable at any one time to allow for social distancing. This information will be communicated to all persons installing temporary structures in accordance with Government guidelines in place for the timing of the event.

Emergency exits – do you have enough emergency exits for the maximum number of people that could use your structure at any one time? There should be at least two suitable exits in any tent or marquee capable of accommodating more than 50 persons AND they must be clearly indicated by pictorial exit signs at least 125mm high, which should be illuminated if operating during hours of darkness. The Government website can assist you in calculating the number of exits you require.

Emergency routes – in case of an emergency can an emergency vehicle get to your structure? Access routes at least 4 metres wide should be maintained for emergency vehicles to within 50 metres of any part of the tent.

Fire extinguishers – do you have the correct number and type of fire extinguishers for your structure size? There is a useful fire extinguisher guide in Appendix A, but the Government website can also assist you by providing specific guidance and information.

Ground – can your structure be positioned on tarmac and/or grass? Ensure you have the most suitable weights/ballast or stakes to secure your structure to the ground. If you are using stakes into the ground, have you checked if there are any utilities or cables buried?

Safety person – have you nominated a safety representative to be present in the structure during the whole time the structure is open to the public? Should this prove impracticable then a deputy should be nominated who is free from work that would take them away from the primary role of safety management supervision, particularly in the event of an emergency. There is a useful guide in Appendix B to help you select the most suitable person.

Structure Sign Off - Who is building your structure? A temporary structure includes but not limited to gazebos, tents, marquees, archways, stage, exhibition stands.
All structures must be signed off by a competent person and confirmation that it is built to manufacturers guidelines is required. This should be provided to the Zone Manager prior to event opening.
Any structure over 10m in any direction requires a Structural Engineer sign off prior to opening.
Any exhibition structure over 4m in height must also be signed off by a Structural Engineer.

Trip hazards – do you have any cables running along the floor/ground that could cause a trip hazard? These need to be covered by suitable ramps and must not impede on any exit. To minimise trip hazards, where possible run cable around the edge of a structure.

Water – is your structure blocking access to a hydrant or water supply? Access to hydrants and other water supplies should not be obstructed or obscured as the emergency services may need access to these.

Wind speed – do you know the maximum wind speed your structure can withstand before being modified/taken down? Prior to arrival onsite, ensure you have enough anchors/ballast to weight down your structure appropriately. Monitor the wind speed each day with the use of an anemometer. Know the wind action speeds for your structure. Your structure provider will be able to provide you with this information.

APPENDIX A: FIRE EXTINGUISHERS

The number and type of fire extinguishers required is determined by your fire risk assessment. The following information is provided for general guidance purposes only. Your unique requirements must be reviewed and assessed on an individual basis. Use the government documents detailed on page 1 to assist you. Fire extinguishers provided should be appropriate to the specific risks found in your premises in accordance with Table 1 below. This table also shows the different classes of fire, according to what is burning.

Table 1

Class of fire	Description
Class A	Fires involving combustible materials such as wood, paper or textiles
Class B	Fires involving flammable liquids such as petrol, diesel or oils
Class C	Fires involving flammable gases such as butane and methane
Class D	Fires involving flammable metals such as lithium and potassium
Electrical	Fires involving electric such as computers and heaters
Class F	Fires involving cooking oils such as deep-fat fryers

At events you must take care that you do not obscure extinguishers or manual call points.

Number of extinguishers
Typically for the Class A fire risk, the provision of one water-based extinguisher for approximately every 200m2 of floor space, with a minimum of two extinguishers per floor, will normally be adequate. Where it is determined that there are additionally other classes of fire risk, the appropriate type, number and size of extinguisher should be provided. Further information is available in BS 5306-8 (fire extinguisher suitability guidance).

Type of extinguishers
Class A: Water extinguishers with additives (red): this type of extinguisher is suitable for Class A fires. They can also be suitable for use on Class B fires and where appropriate, this will be indicated on the extinguisher. They are generally more efficient than conventional water extinguishers.

Class A or B: Foam extinguishers (red with cream stripe): this type of extinguisher is particularly suited to extinguishing liquid fires such as petrol and diesel. They should not be used on free-flowing liquid fires unless the operator has been specially trained, as these have the potential to rapidly spread the fire to adjacent material. This type of extinguisher is not suitable for deep-fat fryers or chip pans.

Class A, B, C, D and Electrical: Powder extinguishers (red with blue stripe): this type of extinguisher can be used on most classes of fire and achieve a good 'knock down' of the fire, however are not recommended for internal areas with limited roof height / room space. They can be used on fires involving electrical equipment but will almost certainly render that equipment useless. They do not cool the fire appreciably so it can re-ignite. Powder extinguishers can create a loss of visibility and may affect people who have breathing problems and are not generally suitable for confined spaces.

(Class B and Electrical): Carbon dioxide (CO2) extinguishers (red with black stripe): this type of extinguisher is particularly suitable for fires involving electrical equipment as they will extinguish a fire without causing any further damage (except in the case of some electronic equipment, e.g., computers). As with all fires involving electrical equipment, the power should be disconnected if possible.

Class F: Wet chemical extinguishers (red with yellow stripe): this type of extinguisher is particularly suitable for commercial catering establishments with deep-fat fryers.

APPENDIX B
SAFETY REPRESENTATIVE

The safety representative shall ensure that suitable and sufficient assessments of the risks of fire to the structure are undertaken.

The safety representative or nominated deputy should be trained in fire safety procedures. The safety representative should know the locations and use of firefighting equipment provided, how to call Event Control and safely manage evacuation procedures. There must be a competent safety representative on duty at all times that the public are in the structure(s). Safety representatives must have been specifically instructed as to their responsibilities in the event of fire or other emergencies. Account should be taken of the additional responsibility created by the attendance of disabled persons.

The main duty of a safety representative is to ensure that safe conditions are maintained in the structure. To achieve this they shall:

- Be readily recognisable
- Ensure that no overcrowding occurs in any part of the structure
- Keep gangways and exits clear at all times
- Prevent persons from standing on seats or furniture
- Be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons
- Position themselves at the exits in evacuation, before leaving the premises themselves