

# **Bigtopmania FIRE RISK ASSESSMENT and Guidance; marquee hire and use.**

## **With major reference to the following documents.**

Fire Safety Risk Assessment, small and medium places of assembly. HM.Gov 2006

Fire Safety Risk Assessment, Outdoor Events HM gov 2006

Guide to health, safety and welfare at pop concerts and similar events. HMSO 1993

The Event Safety Guide. HMSO 1999

The Guide to fire precautions in Existing places of entertainment and like premises HMSO 2000

West Yorkshire Fire Service .Public Advice note FSG5396 Tented Structures 2002

Mutamarq. Accreditation. Safe use and operation of Marquees and Temporary Structures. Best practice guide 2008 Performance Textiles Association

The Enos Guide to the Operation of Temporary Structures 1994 Rudi Enos Design.

Five Steps to Risk Assessment. HSE

Pyrotechnics and Smoke effects, Code of Practice. ABTT 1987

Giving Your Own Fireworks Display HSE 1995

Managing Crowds Safely. HSE.2000

## **Fire Risk Assessments Law**

- From 1st October 2006, ALL premises other than single private dwellings must have carried out a fire risk assessment.
- The new law is called "The Regulatory Reform (Fire Safety) Order 2005".
- All premises should be assessed for fire safety
- The person carrying out the assessment must be competent,.
- Fire Risk Assessments must be site specific using a methodology that assists compliance with the current laws and new regulations.

**Notes...below taken from the Fire Safety Risk Assessment, small and medium places of assembly. HM.Gov (FSRA)**

## **Under the main rules of the Fire Safety Order 2005 you must:**

- Carry out a fire-risk assessment identifying any possible dangers and risks;
- Consider those who may be especially at risk;
- Reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left;
- Take other measures to make sure there is protection and correct storage of any flammable or explosive materials;
- Create a plan to deal with any emergency and, in most cases, keep a record of your findings; and
- Review your findings when necessary.

**Accordingly, it is recommended that a comprehensive set of fire safety risk assessment documents are applied:**

- Fire Safety Risk Assessment Form and Checklist
- Fire Hazard Risk Assessment Form
- Fire Safety Risk Assessment Action Plan

**The Fire Safety Risk Assessment form and Checklist provides a comprehensive (but not exhaustive) list of questions to enable the identification of potential hazards, a detailed risk assessment should then carried out and recorded on the Fire Hazard Risk Assessment Form for each hazard, with all the actions planned on these risk assessment forms then monitored and managed on the Action Plan.**

**The risk assessment work will ensure a positive response to the following:**

- Is the fire risk assessment Suitable and sufficient?
- Is there effective fire safety management?
- Are arrangements in place to control risks from dangerous substances?
- Are there adequate procedures for serious and imminent danger?
- Are fire safety provisions adequately maintained?
- Is adequate safety assistance provided?
- Are employees effectively trained?
- Are effective means of escape provided and maintained?
- Is there effective fire warning provided?
- Has adequate fire fighting equipment been provided?
- Is effective emergency lighting provided?
- Is adequate information to employees provided?
- What records and documents will you be able to show the inspectors during any enforcement visit?

**"Are you in control (or even partial control) of business premises?"**

**If yes, a fire risk assessment must be completed in respect of those premises for fire safety.**

- Have you established a management system for reviewing fire safety and monitoring actions required to reduce fire risk?
- Do you have a current Fire Safety Policy?
- Have you documented your fire safety procedures in the event of a fire?
- What steps do you take to make staff aware of fire safety procedures and fire safety precautions?
- Are visitors and the disabled properly provided for in the event of a fire?
- Do you need an electric or automatic fire alarm?
- What distances do staff/visitors need to travel to get to a fire exit?
- When did you last do a fire drill, and was the drill successful?
- Is fire safety equipment regularly tested and maintained?

## **Client / Hirer/ Event Organiser responsibilities Emergency Plan for the temporary responsible person.**

Page 7 (FSRA)

The responsible person for each individual, unique, occasional or separate event or function will need to be clearly established and documented, and their legal duties made clear to them. In particular and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises, the fire safety provisions, and the duties of other responsible persons in the premises”

“The fire safety responsibilities of those leasing the structure (and therefore in charge of activities conducted within the structure) and those of the owner/lessee are established as part of the contract of hire.” Page 7 (FSRA)

**When Bigtopmania’s structures, venues, tents, marquees or big tops are hired out and erected fully and safely in accordance with their method statement, national guidelines and client requirements and are signed off/handed over to the client for their use, then the fire safety responsibilities become that of the hirer for the event, notwithstanding Bigtopmania’s initial and ongoing responsibilities for the structure.**

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“The Local fire and rescue Authority has the power, in most cases, to enforce the Order and the power to inspect the premises to check that you are complying with your duties under the order, look for evidence of risk assessment and action upon significant findings and to see a copy of such records.

They have the power of enforcement, prohibition and recommendation, with failures to comply being an offence (though with a right to appeal). Changes to premises may also require consultation with the local licensing authority.”

Page 106(FSRA)

**“As the responsible person for the event/function, etc. you have legal duties with regards to the safety of those persons assisting or attending the event.**

**Before the event or function you should be aware of:**

- What fire protection systems are present?
- How a fire will be detected;
- How people will be warned if there is a fire;
- What staff should do if they discover a fire;
- How the evacuation of the premises should be carried out;
- Where people should assemble after they have left the premises and procedures for checking whether the premises have been evacuated;
- Identification of key escape routes and exits, how people can gain access to them and escape to a place of safety;
- Arrangements for fighting fire;
- Specific arrangements, if necessary, for high fire-risk areas;
- How the fire and rescue service and any other necessary services will be called;
- Procedures for meeting the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials;
- What instruction employees or helpers need and the arrangements for ensuring that this training is given;
- Limitation on numbers of people;
- Any chains and padlocks which need removing from fire exits, etc.;
- Exit doors which are required to be in the open position are secure; and
- checking that all escape routes are clear of obstructions and combustibles.

**Before the event or function you should decide:**

- The arrangements for fighting fire;
- The arrangements for means of escape for disabled persons;
- The duties and identity of staff who have specific responsibilities if there is a fire;
- The arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, children, members of the public and visitors;
- How you will proceed if life safety systems are out of order, e.g. fire-detection and alarm systems, sprinklers or smoke control systems;
- Who will be responsible for calling the fire and rescue service and any other necessary services;
- Who will meet the fire and rescue service on their arrival and notifying them of any special risks, e.g. the location of highly flammable materials; and
- Your plans to deal with people once they have left the premises, especially children.

**At the start of the event or function you should notify all those present about:**

- The smoking policy;
- The emergency warning signal;
- Who is supervising and how to identify them;
- Location of exits and escape routes;
- taking only valuables immediately to hand but not to go to collect other belongings;
- The location of muster points; and
- What will happen after that (e.g. re-entry to the building).

**During the event or function you should ensure that:**

- Escape routes and exits do not become blocked;
- Your smoking policy is adhered to;
- No naked flames are started (unless authorised e.g. candles);
- Where naked flames are present that combustible material is kept clear;
- Rooms do not become overcrowded;
- Noise levels cannot drown out the fire alarm; and
- if necessary, the number of persons in your premises is limited or controlled.

**The above list is for example only and will need to be specific to any particular venue or premises.”**

Page 105(FSRA)...“Further recommendations

- As part of the emergency plan it is good practice to prepare post incident plans for dealing with situations that might arise such as those involving
  - Unaccompanied children
  - People with personal belongings, particularly valuables, still in the building /tents
  - People in a state of undress, eg (indoor sportswear or performers in costume)
  - People wishing to rejoin friends
  - Getting people away from the building, eg to transport
  - Inclement weather

You should also assess the risk of any incident occurring which might prejudice public safety or disrupt normal operations, for example, power cuts, bomb threats or crowd disorder. Such incidents often arise with little or no warning and may not be capable of being dealt with by the management operating under normal circumstances.

You should therefore prepare contingency plans to determine specific actions and for the mobilisation of specialist resources.”

**Bigtopmania will endeavour to assist the client by provision of clear guidelines, recommendations, terms and conditions, and suggested suitable check lists.**

# Bigtopmania Fire Safety Order Duties.

For when Bigtopmania retains responsibility for “show” presentations as outlined and established as part of the contract of hire.

## **Nominated persons;**

With responsibilities for undertaking preventative and protective measures as required by the law are

Pete Wintercrane

## **The nominated person will**

Page 6-7(FSRA)

“

- Carry out a fire risk assessment focusing on the safety in case of fire of all relevant persons
- Record significant findings
- Provide employees with clear and relevant information on the risks to them identified by the risk assessment about the measures taken to prevent fires and how these measures will protect them if fire breaks out
- Consult with employees about nominating persons to carry out particular roles in connection with fire safety and about improving fire precautions
- Before employing a child will provide a parent with clear and relevant information identified by the risk assessment, the measures put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking
- Inform non-employees, such as temporary and contract workers or relevant risks to them and provide them with the information about who are the nominated competent persons and about the fire safety procedures for the premises.
- Co-operate and co-ordinate with other responsible persons, normally, in our case, at the event.
- Provide the employer(and the employee) of any person from an outside organisation working in the premises of risks and preventative measures.
- Consider the presence of dangerous substances and the risk this presents to relevant persons from fire.
- Establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- Provide appropriate information, instruction and training to employees about the fire precautions when they start working and from time to time.
- Ensure that the premises and any fire fighting equipment provided in connection with fire-fighting, fire detection and warning or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in effective working order and in good repair.
- Ensure that Employees co-operate to ensure the workplace is safe from fire and its effects and not do anything that will place themselves or other people at risk.”

# Fire Risk Assessment

## Identify Fire Hazards.

### 1. Sources of Ignition

During set up and de rig of structures sources of ignition may include smokers, tea makers using gas cookers, site electrics, petrol fired Wacker. Broken glass on floor and other possibilities

### 2. Sources of Fuel

Things lying around on floor, like dried grass, sticks, tent fabric and wooden poles., gas bottles, petrol cans, diesel cans. Vehicle fuel tanks.

### 3. Sources of Oxygen

The surrounding Air.

## Identify People at risk

### 1. Identify people on and around the premises

Tent crew, event Staff, and passing public,

### 2. People especially at risk

Tent crew.

## Evaluate, remove, reduce and protect from risk

### 1. Evaluate the risk of a fire occurring

Very small risk as factors are controlled as much as possible.

### 2. Evaluate the risk to people from fire starting in the premises

Low risk as escape from then during set up and de rig is easy.

### 3. Remove and reduce the hazards that may cause a fire

Smokers in designated areas only.

Fuels stored correctly.

Constant observation and vigilance.

Tent fabrics fire retardant material.

Neat tidy working areas.

### 4. Remove and reduce the risks to people from a fire.

Event staff and

Tent crew aware to be vigilant. Main team have had H&S training.

No Public access to working area.

Fire fighting equipment to be present.

## **Record of significant findings**

### **Assessment review date**

05 April 2011

### **Review outcome, (substantial changes)**

Keep training crew, vigilance, neatness in working area.

### **Bigtopmania Emergency Plan,**

During set up and de rig, working practices should be safe and according to current methodology. Suitable equipment should be on hand to initially fight fires if appropriate and crew are told to call fire brigade in event of emergency.

Refer also to previous fire plan. As below

### **BigTopMania**

Fire Policy Document relating to performance activities, not dry hire.

### **Emergency Procedures in case of fire or alarm.**

Compiled with reference to national guidelines specifically for the use of tent for public use.

### **Precautions**

During all public use the safety of the public is the responsibility of BigTopMania's designated Tour Manager (or deputy in case of absence).

The Tour Manager should be present at all times and be immediately available in cases of alarm.

All other performers or crew/ attendants should be trained and briefed by the Tour Manager in all emergency procedures.

### **For "Closed -Tent" presentations,** (with all walling in place)

Public announcements are made prior to performances, highlighting emergency exits, evacuation procedure and identifying attendants.

Prior to admittance the Tour Manager will make the following checks:

- 1 That all emergency exit signs are in place and illuminated if necessary.
- 2 Escape routes are clear.
- 3 Fire fighting equipment is in place.
- 4 Front of House staff are in place.
- 5 Rubbish receptacles are in place.

### **For "Open-Tent" presentations** (front and side walling removed).

Procedures remain similar with the addition that there are much easier escape routes available.

## **Smoking**

No Smoking is allowed in any part of the tent when the public is in attendance.

## **Assembly Point.**

A designated assembly place is identified for each venue in case of evacuation.

## **Fire Fighting Equipment and Location.**

2 x Water at Stage point.

1 x CO 2. Backstage.

1 x CO 2 at each electric point if used.

Fire Blankets. Backstage.

Note fires should only be tackled if safe enough to do so

## **Seating.**

Any matting or carpets should conform to British standards and be made of fire-retardant materials.

If seating is used, portable chairs, conforming to BS standards are clipped together in rows of no less than 4 and are anchored to the ground at each end.

Seating is checked prior to performances and regularly during other times.

## **Use of Fire/Pyrotechnics in Performance**

Refer to ABTT Code of practice.

Only to be used by competent persons.

Performers must check their equipment prior to use.

Flammable liquids must be stored in small quantities in appropriate seal-able containers.

During performance FoH Staff must be in attendance with extinguishers.

Freshly used equipment must be placed in metal bucket for cooling and not put on floor.

NO fire Breathing is allowed.

Note that the use of fire results in carbon deposits on tent which are inherently bad for the PVC materials and assist the build up of mildew. Thus more cleaning is required.

Note too that there is smoke emitted and ventilation must be sufficient to cope.

## **Emergency Procedures**

Action to be taken in the event of fire or other emergency.

Raise the Alarm

Shout code words "Code 1" (Do not shout "fire" as this can cause alarm.)



Alert Emergency Services	Local fire brigade should be called in all cases of fire by designated person. Also alert event organisers.
Evacuate	Calmly and reassuringly away from hazard to Assembly point.
Closure	No re-entry to tent is allowed.
Fight Fire	Only tackle fire if safe enough to do so. Wait for Fire Brigade.
Switch off.	Close down any generators/electrical apparatus if access is possible.
Re-entry	Only allowable if safe to do so upon fire brigade or tentmaster advice.

Alert event organisers and record activity in tent log.

If extinguishers are used they must be re-certificated by competent person.

The tour manager should keep a full record of all training, drill activity and all incidents.