

COVID-19

Fire Safety Advice

Use of Marquees

Following the recent Government announcement some businesses can start to reopen from Monday 12th April 2021, this includes hospitality venues. These venues will be allowed to serve people outdoors in gardens. We have prepared the following advice for you, the responsible person, to consider and action.

This advice provides some general guidance and reassurance, however for further information please visit our website, call our Fire Protection Team on **0116 210 5555** or email firesafety.advisors@leics-fire.gov.uk

The recovery stage should be completed straight away

As soon as there is even one person in the workplace, the fire safety legislation applies and fire safety must be managed adequately. Get back into normal routines.

- Review your fire risk assessment
- Make sure everything is still working
- Renew staff training and introduce induction training for new staff members
- Ensure any equipment overdue a service is booked in
- Restart weekly and monthly routines such as testing and maintenance of the premises fire safety provisions.

Fire Risk Assessments

On your return to work it may be necessary to review your fire risk assessment to ensure that it is current and reflects the way your business now operates including any marquees or other temporary structures that have been added including any fire risk added to them such as heaters. Consider changes such as working practices, stock levels, alterations made to the premises and staff numbers including inductions for new staff members. It is essential that assessments are undertaken and reviewed where there are significant changes in ways of working, processes or building layout.

Marquees, Gazebos, Tents and Temporary Structures

All Marquees and temporary structures if used must be of a proven fire performance rating to be safely used. All marquees linings must be of an inherently flame retardant fabric. In order to check and locate this information and to demonstrate compliance the marquee supplier must provide relevant certification. The rest of the supporting structure should be checked such as poles, fastenings and anchors are in place and not damaged etc.

Positioning and Layout of Temporary Structures

Temporary marquee structures should, wherever possible be positioned well clear of buildings or any significant risks (e.g. sub stations or power lines) and in particular provide easy access and ample open space for all occupants of the marquee(s) to evacuate safely in the event of fire.

Spacing between marquees and access roadways should be in accordance with the following minimum requirements:

- Distance between marquees = 6 meters
- Distance between large marquees (e.g. a big top) = 12 meters
- Distances should be measured from rope pegging position.
- Distance between catering facilities = 6 metres
- Main roadways = 4.55 meters
- Lanes between marquees = 4 meters

Combustible Contents

Most marquee structures will contain a range of combustible contents. All materials being used in finishing and furnishing should either be non-combustible or non-flammable. Check labels and manufactures instructions.

Emergency Evacuation Procedures

Emergency evacuation procedures need to be established for dealing with any fire situation. The purpose of the emergency evacuation procedure is to ensure that stewards, staff and temporary staff members know what to do if there is a fire and that the site can be safely evacuated allowing people to move to a place of safety.

Emergency Escape Routes

Escape routes whether internal or external, need to be designed so that people can escape safely and quickly enough to ensure that they are not placed in danger from fire.

All emergency routes and exits must be kept clear and available throughout

From any marquee or temporary structure, the minimum width of any fire exit should not be less than **1.05 metres**. A single fire exit is suitable for a maximum of **60 people**, providing the room, marquee or temporary structure can accommodate the number of guests and the exit can be reached within the required travel distance.

If your Marquee or temporary structure is open sided it would still need to be appropriately assessed for fire resistance, fire exit widths would not need to be calculated however the marquee or structure would still need to be documented in your premises fire risk assessment.

Where more than **60 people** are accommodated, there should be not less than **2 fire exits**, separated by a suitable distance and angle, which limits the possibility that both exits will be affected by a fire at the same time, otherwise they will be considered as a single fire exit.

Travel distances from marquee, gazebos, tents and temporary structures: -

Where only a single fire exit is provided.	6.5 metres
Where more than one fire exit is provided.	18 metres

Capacity for marquee, gazebos, tents and temporary structures:

Where only a single 1.05 metre fire exit is provided.	60 persons maximum
Where two 1.05 metre fire exits are provided.	200 persons maximum
Where two 1.5 metre fire exits are provided.	300 persons maximum
Where two 1.95 metre fire exits are provided.	400 persons maximum

Note: An additional 10cm should be added to the exit width for every 20 persons and discount the largest fire exit, which may be effected by fire (worst case scenario).

LPG Safe Storage

Where LPG in cylinders or cartridges are present, you need to take particular care to minimise the possibility of their involvement in a fire. The total stock of LPG should be kept to the minimum necessary to meet your needs. Locate the LPG cylinders or cartridges in a safe, secure and well ventilated place, where they cannot be interfered with, can be kept upright (with valve protection fitted), are away from sources of ignition and /or readily ignitable materials, and away from any corrosive toxic or oxidant materials.

Further guidance on the safe storage of LPG is available from the supplier or the Liquefied Petroleum Gas Association's Code of Practice.

Electrical Safety including Patio Heaters

Hospitality venues might be considering the use of heating equipment while marquees are in use, this will potentially present a fire safety risk. Electrical equipment is a significant cause of accidental fires. All electrical equipment should be installed and maintained in a safe manner by a competent person. All portable electrical equipment being used should be visually inspected and have a PAT Test completed Portable Appliance Testing (PAT).

All lamps, lanterns, lighting appliances and any other apparatus liable to become heated whether under normal or abnormal conditions and liable to come into contact with combustible materials may need to be fitted with suitable guards. Always ensure you read the manufactures instructions on installation and maintenance.

These risks need to be included within the venues updated Fire Risk Assessment accordingly.