



UNIVERSITY POLICY AND MANAGEMENT PROCEDURE

Fire Safety

(Safe use and operation of Temporary Demountable fabric structures)

Statement

*This Management Procedure was approved and authorised by the Health, Safety and Welfare Committee (now Workplace Health and Safety Committee) on **19th May 2020** on behalf of the University Council and forms part of the Health and Safety Policy of the University.*

This document is a Management Procedure for good health and safety management practice. This Management Procedure provides Deans of Faculty, Heads of Departments, College's and all managers, staff and students with the necessary information to incorporate healthy and safety practices and relevant procedures into their activities. Divergence from this Management Procedure may result in Deans of Faculty, Heads of Departments, College's and the University being exposed to possible legal proceedings.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University and its community achieve compliance with its legal duties with regards to health and safety.

The most recent version of this Management Procedure is available at
<https://www.york.ac.uk/admin/hsas/safetynet/atoz.htm>

<i>Date of Review</i>	<i>December 2023</i>	<i>By</i>	<i>The Director of Health and Safety</i>
<i>Date of Last Review</i>	<i>March 2022</i>	<i>By</i>	<i>The Director of Health, Safety and Security</i>
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UNIVERSITY POLICY

1. INTRODUCTION

The University of York (University) is committed to providing a safe environment for its staff, students and visitors. Part of this safety responsibility is in its provision and management of fire safety in University buildings and Temporary structures on campus.

There are times when the use of a portable marquee / structure is required for events across campus, these need to be safely erected and managed during their use. The following policy provides guidance on the safe use of temporary marquees, tents, awnings and other structures erected for use by the University. (portakabin structures not covered)

Failure to adhere to this policy, and associated Event Management Policy e. may result in the event being cancelled on safety grounds at short notice.

The selection, location, erection, use and removal of any Marquees / Structures will need to be undertaken in accordance with Risk Assessments and Method statements produced by the event organiser and agreed in line with the University of York – Events Management Procedure.

Any company asked to provide a Marquee / Structure MUST be registered with the “Made up Textile Association” (MUTA) and work in accordance with their best practice guidance [“Safe use and operation of temporary demountable fabric structures”](#). This gives a level of assurance that the structure will be safe for use, has been assessed and all safety features incorporated. On completion of the installation a fully documented handover certificate is to be provided by the installer and explained to the event organiser, who is to carry out daily checks of the structure.

General

New manufactured membranes and fabrics should be of inherently flame retarded fabric or durably flame retarded fabric when tested to British Standard 5438 Test 2A and 2B with a 10 second flame application.

Existing materials and structures complying with the previous British Standard 3120 continue to be acceptable. Other sheet materials should have Class 1 surface spread of flame in accordance with British Standard 476 Part 7.

Materials should be free of flaming molten droplet characteristics and should not readily support combustion.

Fabrics tested to the new British Standard 7157 are also considered acceptable.

If floor coverings are used within the tent they should fall within the “LOW” category as defined by British Standard 5287 when tested in accordance with British Standard 4790 testing flammability of textile floor coverings

All Marquees / Structures proposed locations should be carefully considered so as not impose on pedestrian or cycle routes and allow for vehicle access for emergency services.

Access routes at least 4 metres wide should be maintained for emergency vehicles to within 50 metres of any part of the tent. Vehicles (and trailers where appropriate) or any other equipment should not be parked or stored within 6 metres of any temporary structure.

The final location must not affect any other permanent life safety systems such as fire hydrants and / or fire assembly points.

Any external marquee / structure should ideally be located close to an approved external power outlet, to remove the need for on-site generators or trailing leads – please refer to Estates Services, Electrical team for advice and locations of appropriate external power supplies.

RESTRICTED LOCATIONS

The Estates department will attempt to facilitate the installation of temporary structures to support events in most locations. Event organisers will be asked to avoid the following areas

The immediate vicinity of Heslington Hall (front & rear)
Church Field
Deans Acre Field
Any marked emergency access point

ERECTION AND REMOVAL

All erection and removals should be in line with the “MUTA – best practise guidance”

The construction area must be clearly cordoned off to ensure the construction works are separated from the normal University activities. This should include any roads between the delivery vehicle and construction site whilst materials are being moved. If the nearest access is a car park the RAMS should reflect a safe method for the transportation of the construction materials. Potential impact on disabled access routes must be considered when considering locations for temporary structures and compounds

All Marquees / Structures shall be weighted using methods other than spiking.

Prior to erecting any marquee / structure on grass the University Grounds team are to receive notification at least 5 working days in advance of the proposal. Choice of locations on grass must take account of seasonal weather forecasts and any likely impact on ground conditions around

the temporary structure.

Where furniture is to be provided in any marquee / structure a solid floor must be provided, where required a ramp up to this level may be required.

Any guide ropes used must be clearly identified with hazard warning notification, where these are left in place during the hours of darkness and are close to entrance / fire exit they will be required to be illuminated.

GENERAL FIRE SAFETY

The structure must be manufactured / constructed from fire retardant materials that comply with British Standards. Each individual panel should display flame retardant labelling to demonstrate compliance.

All upholstered furniture used, must be manufactured / constructed from fire retardant materials that comply with British Standards. All items should display flame retardant labelling to demonstrate compliance

- All forms of heating other than electrical are to be of the indirect type and must be sited externally (6m from structure) and warm air ducted in using flame retardant ductwork. Care is to be taken on siting to ensure fumes from heaters cannot directly enter the structure.
- Where LPG cylinders are used, the cylinders must be sited outside the structure, in safe positions, and the supply pipe to the apparatus fitted with approved flexible piping and connections and must at all times be supervised and handled by persons fully conversant with the manufacturer's instructions.
- Any spare or empty LPG cylinders are to be sited a minimum of 6m from the marquee / structure. If oil fired heating is being used then the fuel tank is to be sited a minimum of 6m from the marquee / structure, the tank must be bunded and not sited within 6m of a water course
- The use or storage of flammable liquids in or around the structure is prohibited
- Minimum requirement is for two exits at 1800mm with a minimum of 45 degrees separation between the exits. Occupancy figures should be calculated by the installation company based on the capacity provided by the event organiser to determine the exact number of exits required, DDA exit must be considered.
- From any part of the tent, the travel distance to the nearest exit should not exceed 18 metres

- All fire safety signage is to comply with current UK standards and should be clearly visible at the maximum viewing distances.
- Clear and unobstructed exit routes are to be maintained at all times. Closed marquees must have either a crash bar fitting to the exit or pull down exit drapes.
- All structures which are provided and will be used in the hours of darkness shall be provided with lighting and emergency lighting. The emergency lighting must be energised from a separate source when the normal supply fails, and evidence of such provided.
- Where cooking activity is taking place, this must be agreed with the University Fire Officer – fire blankets are to be provided.
- The use of naked flames within the structure is prohibited
- All enclosed Marquees / Structures are required to have a means of alerting occupants to a fire.
- The organiser of the event will be responsible for ensuring adequate numbers of fire sweepers are in place to fulfil an evacuation of the Marque / Structure
- It is unlikely persons attending the events are trained in the use of portable fire extinguishers, these are provided for the University Security team in the event of being called to an incident.
- Fire hydrants in place for the use of NYFRS are to be kept clear of any obstruction at all material times
- Firefighting equipment is to be provided based on risk, contents and the activity taking place, although as a guide, one portable (minimum 13A fire rating) extinguisher to be provided for every 200m of floor area or part thereof with not less than two (2) such extinguishers on each floor.
- The Grounds team will support the event by ensuring that grass and vegetation around the temporary structure is as short as possible.

SECURITY

Where a marquee or structure is to be retained on campus overnight they must include lockable doors, a set of keys is to be provided to University Security Services to ensure access in the event of an emergency.

Where a Marquee / structure is being provided for use of the University off campus, appropriate security arrangements are to be discussed with the University – Head of Security

7 LIABILITY AND INSURANCE

The hirer should check the contract terms and conditions to ensure that the hire company shall during the period of hire from completion of erection until dismantling and removal be responsible for all damage to the company's equipment however it may arise unless the damage or loss is caused by the fault (i.e. negligence) of the hirer.

The hire company should maintain Public Liability cover with a minimum limit of indemnity of £5,000,000.

If any University of York property such as Audio-Visual equipment is installed in the marquee, please advise insurance-enquiries@york.ac.uk (damage would be subject to the £10,000 property damage excess)