



## **Codes of Practice for Marquee Hirers**

Code of Practice for Marquee Hiring Contractors

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Code of Public Safety - Use and Operation of  
Marquees

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## MADE-UP TEXTILES ASSOCIATION CODE OF PRACTICE FOR MARQUEE HIRERS

### INTRODUCTION

The purpose of this Code of Practice is to provide members of the Association with practical guidelines aimed at improving the quality of the service given by member companies to their customers. In drawing up the Code of Practice, the Association has paid particular attention to the recommendations of the Office of Fair Trading.

The Association, since its formation in 1919, has always actively encouraged the highest standards of workmanship combined with professional integrity of conduct and trading.

The products supplied and/or hired by MUTA members engaged in marquee hire include marquees, frame structures and ancillary equipment.

The Association recommends most strongly to clients that they only employ the services of reputable, well established marquee hirers; the Association places very great emphasis on its membership selection procedure.

### MEMBERSHIP SELECTION PROCEDURE

All applicants for membership must have been in the business of hiring out marquees for a minimum of two years at the time of application. Applicants must have the support of at least two members of the Association both of whom must make confidential reports on the applicant's suitability for membership. An initial inspection by the MUTA Safety Inspector will be carried out and a satisfactory standard must be achieved. The applicant's details are also circulated to all existing members to ensure the widest scrutiny before the application can be considered by the Association's Council who must be entirely satisfied of the applicant's suitability. In cases where there is insufficient information the Council can and does conduct further investigation.

### CODE OF PRACTICE

#### 1. ADVERTISING

- (a) All advertising shall be in compliance with the British Code of Advertising Practice and the IBA Code of Advertising Standards & Practice (see appendix). All advertising should therefore be legal, decent, honest and truthful.
- (b) Advertisements should not unfairly attack or discredit other products and advertisers or advertisements directly or by implication.
- (c) Prices or discounts quoted by the member shall be in no way misleading.

#### 2. LAW

All transactions must be conducted in accordance with statutory and common law requirements, in particular the Sale of Goods Act 1979, regarding the quality of products and services and their fitness for purpose.

#### 3. STANDARD OF WORKMANSHIP

The hiring company shall observe a good standard of workmanship and any goods or materials supplied or hired by it shall be of appropriate quality. All workmanship and materials shall comply with the requirements of the contract and shall be to the reasonable satisfaction of the client for whom the work is performed.

The hiring company shall check all of its own work and shall ensure that all work is of a professional standard and carried out in a safe and timely manner (subject to the constraints of weather). The marquee shall be erected in accordance with the edition of the MUTA Code of Public Safety - Use and Operation of Marquees for the time being in force. Members complying with the Code are issued with an annually renewable certificate, which must be produced on demand.

#### 4. SAFETY INSPECTIONS

Every member undertakes to co-operate with the MUTA Safety Inspectorate in meeting the requirements of the Public Safety Certification Scheme. In the event of non compliance being reported, the procedures contained in MUTA Public Safety Certification Scheme - Procedures for Non-Compliance shall be enforced by the Marquee Section Executive Committee. This procedure may involve further inspections and/or suspension or withdrawal of the MUTA Safety Certificate in appropriate cases.

#### 5. SUB-CONTRACTING

Where the hiring company sub-contracts any of its work it shall ensure that its sub-contractor is a competent and bona fide firm with all appropriate insurance cover and shall also ensure that the sub-contractor complies with this Code of Practice. The marquee hirer shall act with fairness and integrity in all of its dealings with its sub-contractors.

#### 6. PRODUCT INFORMATION

Like advertising, all product information shall be truthful and accurate. Marquee hirers will on request provide information and advice to clients concerning the marquee and ancillary equipment.

#### 7. PUBLIC LIABILITY

Marquee hirers shall maintain public liability insurance of at least £1 million.

#### 8. COMPLAINTS

Whilst the contents of this Code of Practice are intended to avoid the possibility of there being cause for complaint against a marquee hirer, there may occasionally be a time when such a situation does arise. If so the following procedure should be adopted.

- (a) In the case of any complaint it is most important that the client first approaches the hirer concerned, as soon as possible, preferably while the marquee is still in place. (The client's contract is always with the hirer even though assistance may be sought from other parties in resolving the dispute.) The marquee hirer shall ensure that any such complaint is investigated promptly to assess its validity and, if substantiated, is settled efficiently, quickly and courteously. If it is felt that the client does not have a justifiable complaint, it should be explained politely why this is so.
- (b) If the client is unsuccessful in resolving a complaint relating to an alleged breach of this Code of Practice, then he or she may refer the matter in writing to MUTA. The Executive Committee shall make or cause to be made such enquiries as are felt to be necessary and practicable.

Depending upon the outcome of the complaint, the Association reserves the right to impose a charge on either or both the parties concerned to cover all or part of the costs (if any) of the investigation.

- (c) If, following investigation, the matter is still not resolved, the Executive Committee may take action similar to that referred to above under Item 4 "Safety Inspections".
- (d) If the Executive Committee are unable to resolve the matter, the MUTA Council shall consider the complaint at their next meeting. As far as MUTA is concerned the decision of Council will be final.

If, in the opinion of Council, the member concerned has been in breach of the Association's Memorandum and Articles of Association or has otherwise conducted business in a manner considered inappropriate to membership, then that member may be subject to the Association's disciplinary procedures.

- (e) The above complaint procedure shall in no way affect the client's legal or statutory rights.

#### 9. ENFORCEMENT OF THE CODE

It is a condition of membership of MUTA that this Code of Practice is accepted in its entirety and in the event of a proven breach of the Code of Practice the member concerned may be penalised as decided by the Association in accordance with the Association's Memorandum and Articles of Association.

### APPENDIX

Copies of the British Code of Advertising Practice are available from the Advertising Standards Authority Ltd, Brook House, 2 - 16 Torrington Place, London WC1E 7HN.

Copies of the IBA's Code of Advertising Standards and Practice are available from the Independent Broadcasting Authority, 70 Brompton Road. London SW3 1EL.

Copies of the MUTA Code of Public Safety - Use and Operation of Marquees are available from MUTA, 42 Heath Street, Tamworth, Staffs, B79 7JH

Office of Fair Trading Number: 12247  
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## **MUTA Code of Public Safety - Use and Operation of Marquees**

### **1. INTRODUCTION**

The Made-Up Textiles Association recognises that marquee hirers have a duty to ensure that members of the public can have complete confidence in the safety of the products and services supplied by members. This Code of Practice is regulated by means of an Inspection and Certification Scheme, the procedures of which members are obliged to observe. It has been drawn up to provide practical guidelines for use and operation of tents, marquees and ancillary equipment for the benefit of members and their customers.

### **2. SCOPE**

This code of practice covers all marquees and all textile-covered framed structures, whether of steel or aluminium, which are intended for public assembly, a place of work or like purposes. It does not cover camping tents, air-supported structures or grandstands.

The code also deals with ancillary equipment supplied with a marquee or structure including flooring, furniture, interior linings, heating and lighting.

In general, the products and services supplied by members are provided on a short-term or temporary hire basis. Long-term (over 28 days) or semi-permanent installation may become subject to other codes or regulations outside the scope of this document.

### **3. TECHNICAL SPECIFICATIONS**

#### **3.1 Structural Loading**

The design and suitability of a tented structure shall be proven either by long established use or, particularly for larger tents and structures, by calculation verified by a qualified structural engineer. As a minimum, such calculations shall include the maximum wind loading for which the structure is approved and the maximum imposed load permissible. (\* Larger tents and marquees are pole marquees greater than 40ft in span and framed tents greater than 9m in span.).

#### **3.2 Fire**

3.2.1 Flame retardancy properties of all roof covers, wall covers and drapes shall be in accordance with relevant British standards. For specifications, see fire safety requirements, section 8.

3.2.2 MUTA Marquee Section members shall support and abide by the requirements of the MUTA Public Safety Certification Scheme.

#### **3.3 Documentation**

Documents relating to the above requirements shall be available to the relevant authorities as necessary.

#### **3.4 Compliance**

This Code is binding upon all MUTA members when hiring out tents and marquees.

#### **4. RESPONSIBILITY**

Prior to any event, the tent contractor shall ensure that areas of responsibility for health and safety are clearly defined: those of the tent contractor and those of the client. These will normally be set out in the contract and should preferably be standardised. Sales staff should make clients aware of their safety responsibilities.

It is vital that all structures used by the public are as safe as possible from all risks, particularly that of fire, and that managers know how to protect the public and their staff if a fire breaks out. To this end, the contractor should advise the client to consult the licensing authority well in advance of the proposed event.

#### **5. CAPACITY CALCULATIONS**

The occupant capacity is the permissible number of people occupying a tent or part of a tent and is an important factor in assessing the means of escape.

In areas where fixed seating is provided, the major part of occupant capacity will be determined by the number of seats available. In other cases, however, the contractor should ensure that an assessment is made of the probable density of people within the occupant capacity. (See table in Annex I).

For technical requirements, please see Annex I.

#### **6. SAFETY CONSIDERATIONS - CLIENT**

The contractor shall make the client aware of the following recommended safety factors to be considered by the client when choosing a site and operating a tented structure:

- 6.1. Access and egress for the public including disabled, emergency vehicles and equipment. Stakes and ropes can present a tripping hazard and members of the public and staff should as far as possible be kept away from areas where such dangers are present; the use of fences or other barriers is recommended. Where this cannot be achieved, the contractor can protect stake heads with padding (see below).
- 6.2. The proximity of surrounding buildings and vegetation and other fire risks in relation to the spread of fire.
- 6.3. The need for a telephone (to call emergency services).
- 6.4. Availability of mains services.
- 6.5. The slope or unevenness of the ground..
- 6.6. Client must notify contractor of the position of underground services or overhead cables which may present hazards during the build-up or use of the tent.
- 6.7. If underground services or overhead cables cross sites where tents are to be erected, the client shall first obtain appropriate advice from the service company concerned.
- 6.8. For larger events, it is recommended that an outline site plan of all structures should be prepared by the client showing the position of all entrances and exits, generator equipment, vehicles etc. It should be kept up to date on the site and be readily available for inspection. The plan should be agreed by the licensing authority, following consultation with the fire authority, having regard to

occupancy, use, position and other factors relevant to safety. It should not be altered without reference to the licensing authority. The tent supplier should be furnished with the latest copies of such a plan.

- 6.9. The site should be arranged so as to allow for adequate means of access by fire fighting appliances to within 50 metres of any part of the structure. Access routes should be not less than 4 metres wide, should have no overhead structure or cable less than 4.5 metres above the ground and should be capable of taking the weight (about 12.5 tonnes) of fire fighting appliances in all weathers. Emergency vehicle routes within the site should be kept clear of obstruction at all times.
- 6.10. Access to hydrants and other water supplies should not be obstructed or obscured.
- 6.11. There must be at least 6 metres between tent establishments.
- 6.12. No dangerous or combustible or toxic gases or other allied product such as aerosols, explosives or pyrotechnics should be stored within a tented structure.
- 6.13. Very few tented structures have snow-load capacity and if snow is a possibility the structure must be heated in order to maintain a minimum temperature of 12°C to prevent build-up of snow on the roof.
- 6.14. Persons other than the contractor's staff or those under his supervision shall not be admitted to a tented structure until it is deemed structurally complete and safe.
- 6.15. The area underneath stages, platforms etc. should not be used for storage.
- 6.16. Rubbish should not be allowed to accumulate underneath stages etc. Such areas should be inspected daily to ensure conformity.
- 6.17. Exit routes should be kept free from obstruction at all times.
- 6.18. When any person is in the tent, the exit doors should not be locked.
- 6.19. Continual reference should be made to weather forecasting services, particularly with regard to tents erected during the winter months and/or those erected on exposed sites. Contingency plans should be in place to evacuate tents when wind speeds approaching the maximum service gust speed are forecast.

## **7. SAFETY CONSIDERATIONS - CONTRACTOR**

The contractor shall, as a minimum, undertake a risk assessment to include the following safety issues:

- 7.1. Underground hazards, (e.g. gas, electricity and water), crossing sites where tents are to be erected must be clearly identified and marked. If uncertainty as to their exact positioning exists then the appropriate service company should be contacted.
- 7.2. Stakes and ropes near exits or other walking routes should be fenced off or clearly marked to prevent members of the public from walking into or tripping over them. Responsibility for designating walking routes and erection of fencing will normally lie with the event organiser, but the marquee contractor should ensure that the organiser is aware of these safety issues. Purpose-designed stakes with defined heads and/or eyes for rope attachment are generally preferred since they do not need to project significantly above the surface. This provides superior anchorage as well as reducing the risk of tripping. Where necessary, consideration should be given to protecting

the heads of any projecting stakes with a suitable padding. This clause generally applies to tents and structures that rely on guys for support.

- 7.3. It is recommended that all stages or platforms higher than 60cm and accessible to the general public shall be fitted with a handrail at least 1 metre high.
- 7.4. Entrance and exit ramps for the general public shall not have a gradient of more than 1 in 12 and shall be surfaced with a suitable non-slip material.
- 7.5. The marquee contractor, or his representative, shall take all reasonable precautions to ensure that a tent is only erected on ground which is suitable for this purpose.
- 7.6. Continual reference should be made to weather forecasting services, particularly with regard to tents erected during the winter months and those erected on exposed sites. If tents cannot be protected or strengthened to withstand forecast wind speeds they should, wherever possible, be made safe by lowering or removing covers, to be reinstated when the danger has passed. In carrying out these measures, no member of the public or work crew should be put at risk.
- 7.7. Where tentage is erected on a scaffold grid or similar platform, the contractor shall ensure that as a minimum standard the grid or platform is designed to the requirements of BS 5973 - 1993 *Code of Practice for Working Scaffold Structures in Steel and Special Scaffold Structures in Steel*, and that upon completion the supplier certifies in writing accordingly. It is for the marquee contractor to ensure the supplier of such structures receives all relevant design information in respect of the tentage to be so erected, e.g. design wind load, anchorage load, point load, occupancy level etc.
- 7.8. It is for the contractor to agree with the client at the outset what surveillance/maintenance (if any) will be necessary after the tented structure has been handed over to the client. This determination shall be made on the basis of a risk assessment which takes into account all relevant factors including the use to which the structure is put, the weather conditions, time of year etc.
- 7.9. As a general rule the contractor shall provide the client with an out of hours emergency telephone number(s).

## **8. FIRE SAFETY REQUIREMENTS**

- 8.1. New manufactured membranes and fabrics should be of inherently flame retarded fabric or durably flame retarded fabric when tested to BS 7837. Fabrics tested to BS 5438, tests 2A and 2B, with a 10 second flame application time in each case continue to be acceptable. (The method of test described in BS 7157 is also acceptable). Other sheet materials should be Class 1 surface spread of flame in accordance with BS 476: Part 7. Materials should be free of flaming molten droplet characteristics and should not readily support combustion. All membranes and fabric should be so labelled.
- 8.2. Exit calculations - relevant factors - see Tent Annex 2.
- 8.3. Tents intended to hold more than fifty persons should not have less than two exits.
- 8.4. Exits should be distributed as evenly as possible around the tent to provide genuine alternative routes from all parts of the tent.
- 8.5. The maximum distance of travel from any part of a tent to a final exit should not normally be more than 24 metres.

- 8.6. If the distance of travel includes a ramp or stairway, an additional 0.25 metres should be added to the distance of travel for every 1 metre of the ramp or stairway.
- 8.7. All doors on an exit route should open outwards and, where exit doors have to be secured against intruders, they should be fitted with panic bolts or panic latches to comply with BS EN 1125 and BS EN 179. (Please note that BS 5725 is now obsolete but doors complying to this standard can still be used).
- 8.8. Where there are no doors, flap exits should be provided of a quick release design to comply with the appropriate rate of discharge, e.g. forty people in two minutes.
- 8.9. If exits of an establishment are not designed for use by the public, they must be screened by baffles. Any such exit will not be taken into account in determining the number of exits as defined in Annex 2.
- 8.10. Both emergency exit doors and flap exits should be provided with exit signs, conforming with BS 5499, *Fire Safety Signs, notices and Graphic Symbols*. Responsibility for provision of such signs is a matter for agreement between contractor and client.

## **9. FURNITURE**

Where the contractor provides furniture, it shall comply with the following:

Upholstered seating should be capable of meeting ignition sources 0 and 1 of BS 5852: Part I and ignition source 5 of BS 5852: Part II.

Tables provided for food preparation should have hard and easily washable surfaces.

## **10. INTERNAL LAYOUT**

Generally, the internal layout (seating, gangways etc) is not within the remit of the tent suppliers. The contractor shall nevertheless advise clients or licensees to adopt the Guide to Fire Precautions in Existing Places of Entertainment and Like Premises, Chapter 13, clauses 6.8 to 7.7 as a guideline. Where catering premises are involved, the client should be advised to consider the provisions of the Food Hygiene (General) Regulations 1970, as amended in 1990 and 1991, and the Food Safety Act 1990.

## **11. LIGHTING**

Where the contractor provides lighting, it shall conform with the following:

All parts of the structure and approaches thereto which the public have access and all external exit ways should, if intended for use in the absence of daylight, be provided with normal lighting capable of providing sufficient illumination of those parts for the public to leave the structure safely.

Electrical installations should be installed, tested and maintained in accordance with the provisions of the IEE Regulations for Electrical Installations. Work on electrical installations and appliances should only be carried out by competent personnel.

Where lighting is necessary, emergency lighting shall be provided on all main fire exit doors and such signs should be capable of operating independently of the central source of power.

For larger events, the emergency lighting must be extended to illuminate the escape routes. Again, this additional lighting must be capable of being powered independently of the central source of power (see BS 5266 *Emergency Lighting*).

## **12. HEATING**

Where the contractor provides heating, it shall conform with the following:

All means of heating other than electrical should be placed externally and ducted in by means of flame retardant hosing. Exception to this rule may be permitted by reference to the local Fire Officer.

All heaters should conform to relevant national standards such as BS 799 for oil burning equipment.

Spare containers of LPG should be stored at least 6 metres from any structure, protected against unauthorised interference and accidental leakage and, where grouped, should be locked together.

## **13. FIRE FIGHTING EQUIPMENT**

Responsibility for provision of fire fighting equipment is a matter for agreement between contractor and client. All places of entertainment should be provided with means for fighting fire for use by persons in the tent. The advice of the local fire brigade should be sought in cases of doubt.

Generally, however, the tented structure should be provided with water-based extinguishers of a minimum capacity of six litres. These should be visible, easily accessible and should be easily operated. One fire extinguisher should be positioned at each emergency exit. CO<sub>2</sub> extinguishers should also be provided where necessary to deal with electrical fires.

Where more than 250 persons are anticipated, sufficient persons should be available who are trained and experienced in the duties of a fire warden. This should normally be the responsibility of the client.

## **14. THOROUGH EXAMINATION AND INSPECTION**

As a minimum, the contractor shall undertake and record the inspections specified below.

### **14.1. Need for examination and inspection**

Because tented structures, which are constructed of structural members and fabrics, are supplied by the hire industry to meet a customer's requirements, it may be that a particular assembly may only rarely be put together in that form. When such circumstances prevail, it is meaningless to perform a periodic thorough examination although an initial examination of a new design is valid for reference and purposes of proof.

To overcome this practical problem, it is proposed that the acceptable equivalent shall be a two-part inspection. Firstly, a thorough annual inspection of all the component parts of the tented structure and, secondly, an inspection with report/checklist upon completion of EACH assembly by a competent person prior to handing over.

### **14.2. Thorough examination**

It is generally accepted that the tent and marquee hire contracting industry is of a seasonal nature and that the off season is spent refurbishing, repairing, checking and renewing as necessary the hire stock. Particular attention is to be paid to the components which are critical to the structure of the tent. It is strongly recommended that records are kept of such inspections and of any repairs or maintenance carried out to critical components.

### **14.3. Inspection**



On initial erection and before the tented structure is signed off by the contractor and handed over to the client, it should be subjected to a thorough inspection prior to issue of a report which will incorporate a checklist carried out by the charge hand or foreman whose responsibility it was to erect the structure in the first place.

The charge hand or foreman or person acting in a supervisory capacity should have training in or be thoroughly familiar with the particular structure type or dimension.

The initial erection checklist should be a document provided by the contractor and should have particular reference to the following points tabled in Annex 3.

The checklist should be returned by the charge hand or foreman to his office and kept by the contractor for a period of not less than twelve months.

#### **14.4 Risk assessment**

Attention is drawn to all relevant Health and Safety in the Workplace legislation and particularly with regard to assessing risks formally and in writing where five or more persons are employed. "A Guide to the Basics of Risk Assessment", prepared for MUTA by Symonds Group Ltd, is available to members of MUTA.

### **15 REPORTING OF INCIDENTS**

#### **15.1 Reporting of Injuries, Diseases and dangerous Occurrences Regulations 1995 (RIDDOR)**

Contractors and clients are reminded of their responsibilities to report injuries and dangerous occurrences. The Regulations define even minor injuries as reportable when they result in more than three days incapacity for work; dangerous occurrences are listed in a schedule to the Regulations.

#### **15.2 Requirement to report incidents to MUTA**

MUTA members shall report to MUTA, on the prescribed form, any incident involving:

- a tent operated or supplied by them;
- components of such a tent or accessories (such as flooring, lighting, furniture &c) supplied by them;
- a member of their crew or any bystanders during erection or dismantling of such a tent;

where such an incident gives rise to a duty to report under RIDDOR. This requirement is in addition to the requirements of RIDDOR and applies whether or not the duty to report under RIDDOR falls to the member concerned. (For example, a tripping incident involving a marquee contractor's flooring would be reportable to MUTA notwithstanding that the employer of the injured party had separately made a formal report as required by RIDDOR)

In addition, any incident involving the unintentional collapse of a tent or a component thereof shall be reported to MUTA by the member operating or supplying the tent.

It is accepted that any such report to MUTA is made without prejudice to the contractor's position in any proceedings. The purpose of the report is not to assign blame, but to alert MUTA to the fact that an incident has occurred and to convey a brief outline of what took place. MUTA is then able to make an appropriate response if approached by enforcement authorities or others, whether about a specific incident or about incidents in general.

## 16 ANNEX I

*Note: This annex is reproduced, with minor amendments, from the Home Office "Guide to Fire Precautions in Places of Entertainment and Like Premises" with the permission of the Controller of Her Majesty's Stationery Office.*

If the maximum use is to be made of a building, the available exits should be of sufficient number and width to permit safe evacuation of the calculated occupant capacity. Where existing exits are not sufficient, there are two courses of action open to occupiers or to the enforcing authorities. The most satisfactory arrangement is the provision of additional exit capacity by means of either more or wider exits. The other course is to limit the number of people admitted to the tented structure to that which the exits can serve, provided that the number of persons can be controlled to prevent overcrowding. Regard should also be given to the needs of disabled persons.

The calculated occupant capacity of the premises, or any part thereof, should be determined:

- a. in areas where fixed seating is provided
  - i) if individual seats, by the number of such seats, and
  - ii) if bench seats or similar continuous seating, by dividing the total width of such seating by 450 mm;

and

- b. in other areas (including standing areas occupied together with fixed seating) by dividing the floor area in metres squared by the relevant occupant load factor given in the table below. Toilets, stairways enclosures and similar areas are excluded; and
- c. in the case of other room or floor not covered in the table below, by the number of persons the room or floor is designed to hold.

The occupant load factor should not normally exceed the factors set in the table below:

### Occupant load factors -

Use of room or floor	Occupant load factor (m <sup>2</sup> per person)
Area for standing	0.3
Amusement arcade, assembly hall, bingo hall, club concourse, crush hall, dance hall, venue for pop concert and like occasion, queuing area.	0.5
Bar	*0.3 to 0.5
Bowling alley, billiard room	9.3
Conference room, dining room, restaurant	*1.0 to 1.5
Studio (radio, film, television, recording)	1.4
Common room i.e. a lounge, reading room, staff room, waiting room	1.0

\* depending upon the amount of seating and tables provided

Where premises have a multi-purpose use then the occupant load factor should be the one for the most onerous of the uses.

## ANNEX 2

*Note: This annex is reproduced, with minor amendments, from the Home Office "Guide to Fire Precautions in Places of Entertainment and Like Premises" with the permission of the Controller of Her Majesty's Stationery Office.*

### Annex 2.1 Occupancy calculations - relevant factors

One unit of exit width	525 mm
Rate of discharge per minute through one unit	40 persons
Maximum permissible calculated evacuation time - Class C buildings	2 minutes
Occupant load factor	see table in annex I
Floor area in metres <sup>2</sup>	
Number of persons = floor area in metres <sup>2</sup> ÷ occupant load factor	

With these factors it is possible to calculate the number of units of exit width and subsequently the number and width of exits required for a given number of persons:-

Number of units of exit width	Number of exits
$U = N \div (40 \times T)$ Where: N = Number of persons T = Time factor in minutes (2 for marquees) U = Number of units required	$E = (U \div 4) + 1$ Where: E = Number of exits or stairs required
Where a decimal of 0.3 or over results, the next whole number is used.	Where a decimal of 0.75 or over results, the next whole number is used

*Note: It is assumed that one exit will not be available for an evacuation.*

### Annex 2.2 Occupancy calculation - example

*Note: This example demonstrates the use of rounding up (or down) as the case may be; it also brings into use the variable occupant load factors for bar areas where seating is provided.*

#### Question: What are the exit requirements for a tent (class C building) used as a dance hall?

The dance floor area is 420m<sup>2</sup>  
 The bar area is 60m<sup>2</sup> of which 30m<sup>2</sup> has tables and chairs

To arrive at the answer you need to complete the following three calculations:

- I. Work out the number of people that the floor area will accommodate:
  - a) The dance floor will accommodate  $420 \div 0.5 = 840$  persons
  - b) The bar will accommodate:  $60 \div 0.4 = 150$  persons

**Total occupancy = 990 persons**

II. Work out number of units (U) of exit width required

The number of units (U) of exit width is calculated as follows:

$$U = N \div (40 \times T) = 990 \div (40 \times 2) = 12.375 \text{ units}$$

*Note:* As 0.375 units attracts the rounding up rule, the total is rounded up

**Total units of exit width = 13**

III. Work out number of exits required

The number of exits (E) required is calculated as follows:

$$E = (U \div 4) + 1 = (13 \div 4) + 1 = 4.25 \text{ exits}$$

*Note:* As 0.25 is less than 0.75, it does not attract the rounding up rule

**Total number of exits required therefore = 4**

**Answer: A minimum of 4 exits comprising not less than 13 units of exit width**

*Note:* This may be achieved by having 3 exits of 3 units each and 1 exit of 4 units OR 2 exits of 4 units each plus 1 exit of 3 units and 1 exit of 2 units.

## **ANNEX 3**

### **Annex 3.1 Recommended minimum checklist for assembled structures**

- Annex 3.1.1 Anchorages are suitable for the purpose and are holding fast
- Annex 3.1.2 Bracing wires on roof and walls are in place and adequately tensioned
- Annex 3.1.3 All ropes, including wire ropes, are sound
- Annex 3.1.4 Fabric is tensioned and not prone to ponding
- Annex 3.1.5 Emergency exits are in place, operating correctly and are without obstruction
- Annex 3.1.6 Escape routes are clear of obstruction
- Annex 3.1.7 Exposed ropes and stakes adjacent to exits and entrances are marked or roped off
- Annex 3.1.8 All locking pins and bolts are in place and secure
- Annex 3.1.9 All structural supports are sound
- Annex 3.1.10 Eaves connection joints are securely locked home
- Annex 3.1.11 No unrepaired tears in fabric are present
- Annex 3.1.12 Flooring is evenly laid and there are no tripping points
- Annex 3.1.13 Carpet and other floor covering is securely fixed so as to minimise the risk of tripping
- Annex 3.1.14 Roof lining does not drop significantly below eaves
- Annex 3.1.15 All timber uprights and ridges are free from splits that are likely to cause failure
- Annex 3.1.16 Walls are securely pegged and/or secured
- Annex 3.1.17 Any pole tent has its full complement of side uprights, anchor stakes, pulley blocks and guy ropes.
- Annex 3.1.18 The main upright is independently guyed
- Annex 3.1.19 Finally, an all-round visual check to satisfy that the tented structure is erected securely
- Annex 3.1.20 Any other observations,

## **Annex 3.2. Annual check on equipment**

***Note: these checks should be undertaken as a minimum and additional checks may be recommended by the manufacturer of the equipment. The results should be recorded in a permanent form.***

- Annex 3.2.1 Woodwork shall be structurally sound - splits or major cracks to be bound, clamped or filled and a suitable stress graded test should be initiated and failures discarded accordingly
- Annex 3.2.2 All ropes shall be checked for fraying and anything with over 20% fraying shall be discarded
- Annex 3.2.3 All roof and wall covers shall be checked for tears and repaired in accordance with the manufacturer's recommendations.
- Annex 3.2.4 All repairs to load bearing structural members shall be according to manufacturer's instructions or certified by a qualified structural engineer
- Annex 3.2.5 All wire rope shall be checked for fraying and thimble loop integrity
- Annex 3.2.6 All purlins shall be checked to ensure that they are straight
- Annex 3.2.7 All brackets shall be checked to ensure that they are sound and secure
- Annex 3.2.8 All riveted connections shall be checked for soundness
- Annex 3.2.9 All non-galvanised steel shall be checked for sign of corrosion
- Annex 3.2.10 All welds shall be checked for cracks
- Annex 3.2.11 All extruded sections shall be checked for kinking or bowing
- Annex 3.2.12 Safety wires on all ridge poles shall be checked for soundness and secure fixing.

## **ANNEX 4**

### **Annex 4.1 Reference documents of particular interest to marquee hirers**

MUTA Marquee Fire Safety Certification Scheme  
*(The above publication is available from MUTA)*

MUTA Marquee Study (Buro Happold Report No 2611/01)  
*(The above publication is available to MUTA members from MUTA)*

“A Guide to the Basics of Risk Assessment”, prepared for MUTA by the Symonds Group Ltd  
*(The above publication is available to MUTA members from MUTA)*

The Home Office “Guide to Fire Precautions in places of Entertainment and Like Premises” (ISBN 0-11-340907-9) as amended by circular DCOL 14/1995

Guide to Health Safety and welfare at Pop Concerts and Other Similar Events (ISBN 0-11-341072-7)

*(The above publications are available from HMSO bookshops and Accredited Agents)*

Memorandum of guidance on the Electricity at Work Regulations 1989 (ISBN 0-11-883963-2)

Guidance Note GS 50 from the Health & Safety Executive - Electrical Safety at Places of Entertainment (ISBN 0-11-885598-0)

*(The above publications are available from HSE Books. PO Box 1999, Sudbury, Suffolk, CO10 6FS)*

The current Institute of Electrical Engineers Regulations for Electrical Installations

*(Obtainable from the Institute of Electrical Engineers, PO Box 26, Hitchin, Herts, SG5 1SA)*

### **Annex 4.2 British Standards of particular interest to marquee hirers**

BS 1006: 1990 Methods of test for colour fastness of textiles and leather

BS 2052: 1989 Ropes made from manila, sisal, hemp, cotton and coir

BS 2087: - Preservative treatments for textiles

BS 2087: Part 1: 1992 Specification for treatment

BS 2087: 2: 1992 Methods of test

BS 2576: 1986 Method for determination of breaking strength and elongation (strip method) of woven fabrics

BS 3084: 1992 Specification for slide fasteners

BS 3102: 1959 (1991) Specification for brass eyelets and washers for general purposes

BS 3424: Testing coated fabrics

BS 4344: 1968 Pulley blocks for use with natural and synthetic fibre ropes

BS 4736: 1985 (1991) Method for determination of dimensional changes of fabric induced by cold water immersion.

BS 4790: 1987 Specification for determination of the effects of a small source of ignition on textile floor coverings (hot metal nut method)

BS 4881: 1993 Specification for polypropylene film cords, lines and wires

BS 5053: 1985 Methods of test for cordage and webbing slings and for fibre cores for wire ropes

BS 5266: Part 1: 1988 Code of Practice for the emergency lighting of premises other than cinemas and certain other specified premises used for entertainment

BS 5287: 1988 Specification for assessment and labelling of textile floor coverings tested to BS 4790

BS 5438: 1976 Methods of test for flammability of vertically oriented textile fabrics and fabric assemblies subjected to a small igniting flame *Replaced by BS 5438: 1989 but remains current pending changes in legislation*

BS 5438: 1989 Methods of test for flammability textile fabrics when subjected to a small igniting flame applied to the face or bottom edge of vertically oriented specimens *Replaced by BS 5438: 1976 which remains current while legislation referring to it is revised*

BS 5651: 1978 Cleansing and wetting procedures for use in the assessment of the effect of cleansing and wetting on the flammability of textile fabrics and fabric assemblies *Replaced by BS 5651: 1989 but remains current while legislation referring to it is revised*

BS 5651: 1989 Method for cleansing and wetting procedures for use in the assessment of the effect of cleansing and wetting on the flammability of textile fabrics and fabric assemblies *Will replace BS 5651: 1978 when the Nightwear (Safety) Regulations (1985) and the Furniture and Furnishings (Fire Safety) Regulations 1988 are revised.*

BS 5867: - Specification for curtains and drapes

BS 5867: Part 1: 1980 General requirements+

BS 5867: Part 2: 1980 Flammability requirements

BS 6085: 1982 (1992) Methods of test for determination of the effects of a small source of ignition on textile floor coverings (methenamine tablet test)

BS 6399: Part 2 1995 Code of practice for wind loads

BS 7157: 1989 (1994) Method of test for ignitability of fabrics used in the construction of large tented structures

BS 7837: 1996 Performance levels of fabrics used in the construction of marquees and large tents when subjected to the test procedures in BS 5438

*Copies of British Standards may be obtained from the Sales Department, British Standards Institution, Linford Wood, Milton Keynes, MK14 6LE*

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