



Wednesday 8<sup>th</sup> – Sunday 12<sup>th</sup> May 2024

## FIRE SAFETY REQUIREMENTS

### TRADE STANDS

1. The Regulatory Reform (Fire Safety) Order 2005 applies to all stands or units. All those in control of premises must conform to these requirements.

**ASSOCIATED CARAVANS PROVIDING SLEEPING ACCCOMMODATION ARE NOT PERMITTED WITHIN 6 METRES OF ANY MARQUEE OR OTHER CARAVAN AND MUST THEREFORE BE PARKED IN THE TRADESTAND VEHICLE PARK.**

2. All tradestands must provide at least one fire extinguisher conforming to BSEN 3 and rated 13a (equivalent to a 9.1 litres water/gas expelled or similar dry powder extinguisher where gas appliances are in use). All fire extinguishers must be fully serviceable and tested in accordance with the manufacturer's recommendations and proof of such servicing / testing must be capable of being produced for inspection. Consideration should be given to providing alternatives such as water mist extinguishers. Dry powder should be avoided inside.
3. All Exhibitors must carry out the appropriate fire risk assessment required by the above **Order** and the **Management of Health & Safety at Work Regulations**. If 5 or more persons are employed or if there is a licence required under an enactment, i.e. liquor licence (unless operating under TENS when this may not apply) this risk assessment must be in written form.
4. Prior to the event all staff must receive adequate training in the following matters:
  - Discovering a Fire
  - How to use the fire alarm and what to do on hearing it
  - Fire assembly points
  - How to call the Fire Service
  - How to make power supplies / plant etc. safe
  - The use of fire fighting equipment and means of escape routes

This training must be recorded for inspection by a Local Authority Officer.

5. Where cooking facilities are being used a heavy duty fire blanket not less than 1.2m x 1.2m should be provided.
6. It is emphasised that an adequate means of escape from fire must be provided in each case and that rapid action by those manning the stands or marquees is of utmost importance to prevent the spread of fire and possibly jeopardising other people and/or belongings.

In the Event of Fire:-

1. Raise the alarm
2. Ensure that all persons are out of the stand, marquee, etc.
3. Warn neighbouring units and clear the area.
4. Ensure that the emergency services are contacted – *see Event Handbook – which will be issued on arrival at the Event.*

In the Event of Fire (*contd*)

5. Shut off all control taps on gas equipment.
6. If it is safe to do so, "fire" trained personnel to attempt to control the fire using the fire extinguisher.
7. **All gas cylinders, empty or full, should be kept in the open air well away from any openings and the gas piped to the appliances using rigid or armoured flexible piping secured with proper hose clips (i.e. factory fitted connections) or a system signed off by a Gas Safe (CORGI) engineer. The cylinders should be protected from public misuse and turned off when not in use. Connections to the appliances, cylinders, and piping should be tested for leaks using soapy water.**
8. All surface cabling on means of escape routes must either be sunk into the ground or ramped and highlighted so as not to impede the means of escape.

**Tents**

1. All materials of tented structures, including linings, should either be inherently non-flammable or should comply with the performance requirements of British Standard 5867 : Part 2 : 1980 when tested in accordance with Test 2 of British Standard 5438 : 1976, or should comply with British Standard 3119/3120.
2. Rigid Linings to tents and exhibition stands should provide a standard of surface spread of flame not less than Class 1 as defined in British Standard 476.
3. ***The Occupiers of tents/marquees should be able to provide written documentation/certification of the requirement of the proceeding two items.***
4. Every tent or similar enclosed structure should be provided with exits which are sufficient for the number of occupants in relation to their width, number and siting. No exit should be less than 1.1m wide. Exits should be in the form of a doorway frame and doors fitted with panic bolts, or be a permanent opening. **EXITS VIA TENT FLAPS ARE NOT CONSIDERED SATISFACTORY.** The floor space occupancy should be calculated for each tent. There should be adequate emergency escape width provided for the tent's capacity. Numbers should be limited if required, during busy periods. Where more than 60 people are accommodated there should not be less than two exits.

Marquee or tent –

- where more than one escape route is provided, the suggested travel distance is 18m.
- where only one escape route is provided, the suggested travel distance is 6.5m

Temporary enclosures (*in normal fire risk areas*) –

- where more than one escape route is provided the suggested travel distance is 45m.
  - where only one escape route is provided the suggested travel distance is 18m.
5. Guy ropes, tent pegs and stakes should not be allowed to obstruct a route to a place of safety. Where they flank such a route, they should be sheathed to form a passageway, or alternatively, marked so that they can be clearly seen at all times.
  6. The required exits should be evenly distributed around the structure so that genuine alternative routes are available from all parts. The exits should discharge directly to open air, so that people can disperse quickly and safely. In the case of a structure greater than 100 sqm. in area, there should be a minimum of four such exits, each clearly indicated by appropriate EXIT signs. For smaller units, 2 exits, one at either end, should suffice.
  7. All Fire exit signs are now required to comply with the Health & Safety (Safety Signs & Signals) Regulations 1996 & BS 5499. Text only fire exit signage is no longer legal.