



EXTERNAL MARQUEE USAGE POLICY

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[Issue No 2]

Table of Amendments

ISSUE NO	DATE REVISED	ITEMS CHANGED
1.	August 2015	Original document – DRAFT.
2.	August 2015	Ratified by AU HSU. First issue.

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SECTION 1 - Introduction

1.01 General

The following policy provides guidance on the safe use of Marquees, tents, awnings and other structures within the external areas of the campus.

This policy, and any/ all others associated with the event **MUST** be adhered to. Failure to do so may result in the event being terminated due to safety concerns.

The selection, location, erection, usage 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 with the Aston University Health and Safety Unit.

SECTION 2 – Location of external marquees etc

2.01 General

External marquees/ structures should ideally be located near to external power points, to negate the need for on-site generators, please refer to the 'Events Electricity Usage Policy' for location of external power supplies and details on their usage.

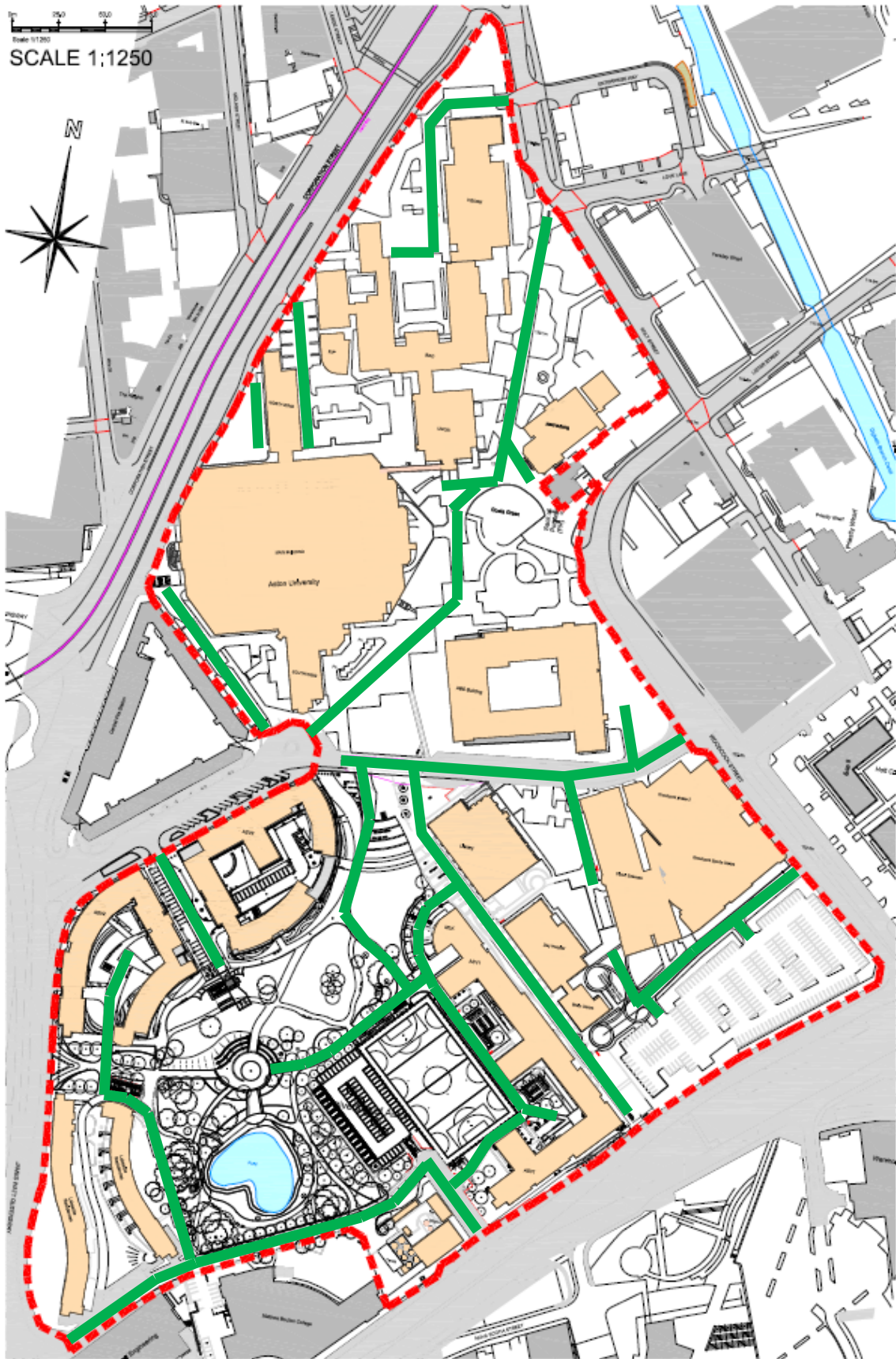
All marquee structure positions should be carefully considered as not to impose on pedestrian/ cycle pedestrian routes or on emergency service vehicle access routes. The positioning shall not affect access to life safety system i.e. they shall not cover, or hinder access to fire hydrants.

All marquees/ structures shall be a minimum distance of 6m from any building and any other temporary marquee/ structure.

2.02 Restricted areas

Marquees/ structures will not be permitted in the areas identified on the following plan:-

Area to remain clear for emergency vehicle access = 



SECTION 3 – Construction of marquees etc

3.01 General

The following details the minimum requirements to the sourcing, delivery and construction of the marquee/ structure.

3.02 Delivery

The materials must be delivered in accordance with existing delivery policies and access to pedestrian area policies.

3.03 Erection / Removal

Construction/ Dismantling:

The construction area must be clearly cordoned off to separate the construction area from the general public/ staff/ students. This shall include the route between the vehicle and the construction site while materials are being moved. Unless the vehicle is in a car park in which case the RAMS should reflect a safe method of transporting the materials to the construction area.

Hard standing:

All marquees located on hardstanding shall be weighted down using water ballast tanks.

Soft ground:

Where marquees are located on soft ground, pegs may be used to secure the marquee following a successful investigation of the ground using a CAT scan tool. If the area is not surveyed, or buried services are identified, then water ballasts must be used.

Grass:

Prior to erecting a structure, the ECD Groundsman shall be notified 1 week in advance to allow the grass length to be assessed and cut if required.

Guide Ropes:

All guide ropes must be clearly identified with 'hazard warning' notifications. Guide ropes that are left in place during hours of darkness that are near to walk ways must be illuminated.

Floor covering:

Where furniture is provided within Marquees a solid floor must be provided. A ramp up to this floor level must be included.

3.04 Lighting

All structures used in hours of darkness shall be provided with electric lighting and emergency lighting.

All large covered marquees used during daylight hours shall be provided with electric lighting and emergency lighting.

3.05 Fire Safety

Structure:

The structure must be manufactured/ constructed from inherently fire retardant materials that comply with relevant British Standards/ European Norms.

Furnishings:

The furnishings and decorations etc must be manufactured/ constructed from inherently fire retardant materials that comply with relevant British Standards/ European Norms.

Escape Routes:

Clear escape routes must be maintained at all times. All enclosed marquees must include either 'crash bar' exit doors or 'pull down exit drapes'. There shall be a minimum of 2 No exits, both a minimum of 1800mm wide (exact requirements dependant on the number of persons). Escape routes/ marquee entrances/ exits shall be 'level access' with a maximum incline of 1 in 25.

Fire Alarm:

Within enclosed marquees a means of signalling a fire to occupants must be included.

Cooking:

Any and all cooking/ heating appliances must be located at least 1m from all sides and roof of a marquee. The temperature of the cooking equipment and air must be carefully considered against the ratings of the marquee coverings.

Fire extinguishers and fire blankets must be provided adjacent cooking equipment.

Coal fired BBQ's and wood burners are not permitted.

Fire Fighting

Fire hydrants for use by the West Midlands Fire Service must be kept available at all times.

Sufficient numbers of portable firefighting equipment must be provided for the size of the risk involved. The firefighting medium must be suitable for the types of hazards evolved i.e. structure and materials used to construct the Marquee, contents of the Marquee and or activity's involved.

Fire blankets must be provided where cooking facilities are in use

Any clarification can be sought for the University Fire Safety Adviser on X4805

3.06 Security

Where covered marquees are to be retained over night they must include lockable doors. A set of keys must be provided to Security throughout the use of the marquee.

SECTION 4 – Pre-event Check List

4.01 General

The event organiser shall complete the following Pre-event Check list and provide a copy to AU ECD prior to commencement of the event. Without a copy completed to the satisfactory of ECD the event may be cancelled due to safety concerns:-

PRE-EVENT CHECK LIST (ELECTRICAL)			
Event Name:-		Event Organiser/ Point of Contact:-	
Event Reference No:-		Contact Details:-	
OUTDOOR EVENT			
Marquee/ Structure Name:-			
CAT scan carried out:-		Water ballast/ pegs used:-	
Structured assembled as per manufacturers details:-		Flooring installed and stable:-	
Grass protection in place:-		Guide ropes clearly identified:-	
Erection date:-		Removal date:-	
Structure suitable for use in high winds/ heavy rain (if not it must be removed before poor weather is forecast):-		Fire fighting equipment provided:-	
Fire hydrant accessible:-		Minimum separation of 6m from other marquees/ structures/ buildings:-	
Normal lighting installed and operable:-		Emergency lighting installed and operable:-	
INSPECTION			
The installation of the structure at the above event has been inspected and as far as is reasonably practicable/ can be ascertained, complies with AU ECD Policy 'Events Electricity Usage Policy'			
Event Organiser (or representative)		AU ECD Representative	
Print:-		Print:-	
Sign:-		Sign:-	
Date:-		Date:-	