

MUTAmarq MARQUEE SAFETY CHECKLIST

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RECOMMENDED MINIMUM CHECKLIST FOR ASSEMBLED AND PRE ASSEMBLED STRUCTURES



This is a summary of best practice – individual contractors may use their own system of signing off completed structures, e.g. including these criteria in the contract

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| 1 | All aspects of the final structure are at a safe distance from power lines & other hazards | |
| 2 | Anchorage are suitable for the purpose and soil condition and are holding fast | |
| 3 | Bracing wires/bars on roof and walls are in place and adequately tensioned ¹ | |
| 4 | All ropes, including wire ropes, are sound | |
| 5 | Fabric is tensioned and not prone to ponding | |
| 6 | Emergency exits are in place, operating correctly and are without obstruction (Minimum of two for tents holding 50 or more people) | |
| 7 | Escape routes are clear of obstruction | |
| 8 | Exposed ropes and stakes adjacent to exits and entrances are marked and/or roped off | |
| 9 | All locking pins and bolts are in place and secure | |
| 10 | All structural supports are sound without cracks or significant dents and not overstressed | |
| 11 | Eaves connection joints are securely locked home | |
| 12 | No unrepaired tears in fabric are present | |
| 13 | Flooring is evenly laid and there are no tripping points | |
| 14 | Carpet and other floor covering is securely fixed so as to minimise the risk of tripping | |
| 15 | Roof lining does not drop significantly below eaves | |
| 16 | All timber uprights and ridges are free from splits that are likely to cause failure. ⁱⁱ | |
| 17 | Walls are securely pegged and/or secured | |
| 18 | A pole tent has a full complement of side uprights, anchor stakes, pulley blocks & guy ropes | |
| 19 | The main upright(s) is/are independently guyed where appropriate. | |
| 20 | Suspended weights are evenly distributed and do not overload the structure; no excessive weights suspended from roof beams, ridges etc. | |
| 21 | Flame retardant labelling is in place on every panel | |
| 22 | Final all-round visual check to satisfy that tent is erected securely. | |

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| 23 | Client briefed on safe use of the structure and on unauthorised modifications | |
| 24 | Client briefed on precautions to take for adverse weather | |
| 25 | Client briefed on emergency contact procedures | |

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| Signed on behalf of the company: | | Name: | | Date: | |
|---|--|--------------|--|--------------|--|

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| 26 | I have received and understood the briefings referred to in items 23-25 above | |
| 27 | I accept the structure as ready for use | |

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| Signed on behalf of the client: | | Name: | | Date: | |
|--|--|--------------|--|--------------|--|

YOUR RESPONSIBILITIES

CONSUMER AND NON-CONSUMER

1. You are responsible for:
 - (a) the proper use and care of the Marquee for the Hire Period;
 - (b) fire and safety procedures in relation to the Hire Period;
 - (c) the health and safety of your guests;
 - (d) checking the Site, and confirming the results to us in respect of:
 - (i) underground services (e.g. gas, water, sewerage, electricity) less than 1 Metre below the surface. If any doubt exists then the advice of the appropriate service company must be sought. It may be necessary to perform an underground scan of the site area where penetration is planned. If we or a sub contractor carry out this scan then we will charge an appropriate fee;
 - (ii) overhead power lines which may pose a threat; and
 - (iii) any other hazards that may pose a threat;
 - (e) providing us with access to the Site;
 - (f) obtaining all permissions, consents and licences necessary for us to legally install the Marquee at the Site for the Hire Period.

2. It is your responsibility to also ensure that:
 - (a) no dangerous or combustible or toxic gases or other allied product such as aerosols, explosives or pyrotechnics are stored within the Marquee;
 - (b) if snow is a possibility the structure is heated in order to maintain a minimum temperature of 12°C inside the Marquee to prevent build-up of snow on the roof;
 - (c) persons other than our staff or those under our supervision are not admitted to the Marquee during erection or dismantle operations until it is deemed structurally complete and safe by us;
 - (d) areas underneath stages, platforms etc. are not used for storage and rubbish does not accumulate underneath these areas;
 - (e) exit routes are kept free from obstruction at all times;
 - (f) when any person is in the Marquee, the exit doors are not locked;
 - (g) continual reference is made to weather forecasting services, particularly with regard to a Marquee erected during the winter months and/or those erected on an exposed Site;
 - (h) contingency plans are in place to evacuate the Marquee when wind speeds approach 60mph or when measures to remove snow have been unsuccessful; and
 - (i) no modifications are made to the Marquee, in particular structural components (such as cross bracing) or the number and positioning of exits.