



FIRE SAFETY CHECKLIST **TEMPORARY** STRUCTURES

See <http://www.firescotland.gov.uk> for details of fire laws

1. DETAILS OF APPLICANT

NAME			
ADDRESS			
TELEPHONE NO.		MOBILE NO.	

2. DATE OF EVENT

DATE	
DURING THE HOURS OF	

3. ADDRESS AND LOCATION OF STRUCTURE (TO INCLUDE MAP REFERENCES)

ADDRESS AND LOCATION	
MAP REFERENCES	

4. THE PURPOSE FOR WHICH THE STRUCTURE IS TO BE USED

PURPOSE	
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5. **MAXIMUM NUMBER OF PERSONS ALLOWED TO BE IN THE STRUCTURE (AT ANY ONE TIME)**

6. **IS SEATING PROVIDED? YES or NO**

TYPE OF SEATING (FIXED/MOVEABLE/ TABLES AND CHAIRS)	
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NUMBER OF CHAIRS TO BE PROVIDED	
NUMBER OF TABLES TO BE PROVIDED	
SIZE OF TABLES TO BE PROVIDED	

7. DETAILS OF THE STRUCTURE, FABRIC AND LININGS

(a) Tented Structures (see Guidance Note 7 Requirements Under British Standard 7837:1996)

DOES THE FABRIC MEET THE APPROPRIATE LEVEL OF PERFORMANCE IN ITS BEHAVIOUR IN FIRE? YES or NO	
DOES THE FABRIC HAVE A VALID TEST CERTIFICATE? YES or NO	
TO WHAT STANDARD IS THE FABRIC TESTED?	

(b) Buildings

DETAILS OF CONSTRUCTION AND COMPOSITION OF STRUCTURAL ELEMENTS	
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8. EMERGENCY EXITS (see Guidance Note 8 Emergency Exits)

ARE ALL THE APPLICABLE REQUIREMENTS IMPOSED BY GUIDANCE NOTE NO. 8 BEING COMPLIED WITH? YES or NO

(a) Tented Structure

TYPE OF EXIT PROVIDED i.e. fixed frame door velcro break out panel	
SIZE OF EXITS (clear unobstructed widths)	

(b) Buildings

DIRECTION OF DOOR OPENINGS	
TYPE OF SECURING DEVICE FOR DOOR/DOORS	
SIZE OF EXITS (clear unobstructed width)	

9. MEANS OF FIREFIGHTING (see Guidance Note 9 Means for Firefighting)

ARE ALL THE APPLICABLE REQUIREMENTS IMPOSED BY GUIDANCE NOTE NO. 9 BEING COMPLIED WITH? YES or NO

DETAILS OF FIREFIGHTING EQUIPMENT AVAILABLE FOR USE IN AND AROUND THE STRUCTURE

TYPE OF EQUIPMENT	NUMBER/SIZE	LOCATION	IS EQUIPMENT REGULARLY MAINTAINED

10. NATURE AND QUANTITY OF ANY EXPLOSIVE OR HIGHLY FLAMMABLE MATERIALS STORED OR USED IN OR AROUND THE STRUCTURE, e.g. FUELS FOR HEATING, LIGHTING AND COOKING, FIREWORKS OR PYROTECHNICS

MATERIAL	QUANTITY	LOCATION AND USE	METHOD OF STORAGE

11. MEANS FOR GIVING WARNING (see Guidance Note 11 Means for Giving Warning)

ARE ALL THE APPLICABLE REQUIREMENTS IMPOSED BY GUIDANCE NOTE NO. 11 BEING COMPLIED WITH? YES or NO

WHAT PROVISION IS MADE FOR GIVING WARNING IN CASE OF FIRE?

12. LIGHTING (see Guidance Note 12 Lighting)

ARE ALL THE APPLICABLE REQUIREMENTS IMPOSED BY GUIDANCE NOTE NO. 12 BEING COMPLIED WITH? YES or NO

WHAT PROVISION IS MADE FOR EMERGENCY LIGHTING?

13. SITE MANAGEMENT (see Guidance Note 13 Site Management)

ARE ALL THE APPLICABLE REQUIREMENTS IMPOSED BY GUIDANCE NOTE NO.13 BEING COMPLIED WITH? YES or NO

WHAT PROVISION IS MADE FOR CALLING THE FIRE SERVICE?

14. STEWARDS (See Guidance Note 14 Stewards)

ARE ALL THE APPLICABLE REQUIREMENTS IMPOSED BY
GUIDANCE NOTE NO. 14 BEING COMPLIED WITH? YES or NO

NUMBER OF STEWARDS PROVIDED

STEWARDS NAMES	ADDRESS

15. PROVIDE A SKETCH PLAN OF THE STRUCTURE AND SITE LAYOUT.

THE FOLLOWING ITEMS MUST BE CLEARLY ILLUSTRATED.

- (a) Floor Size**
- (b) Seating Plan (if appropriate)**
- (c) Emergency Exits – Position, Size and type (see Guidance Note 8)**
- (d) Position of Fire Points, Hydrants or Other Water Supplies**
- (e) Emergency Access Roads Around the Structure for Fire Appliances**

Please tick (✓) as appropriate	Yes	No	N/A
Have you carried out a Fire Safety Risk Assessment for the premises? (See guidance notes including reference to sector specific guide which should be kept on the premises)			

IF YOU HAVE ANSWERED NO TO ANY QUESTION YOUR FIRE SAFETY PROVISIONS ARE INADEQUATE AND REQUIRE IMMEDIATE ATTENTION

I agree to the information provided in this form being shared with the Fire Authority.

DECLARATION: I declare that the above Fire Safety Checklist has been completed accurately and that all inadequate provisions have been rectified.

Signed (Applicant).....

Date.....

Print name.....

You are requested to complete this Fire Safety Checklist and send it to Environmental Health, Gutters Hut, 7 North Ness, Lerwick, Shetland, ZE1 0LZ

Failure to do this may result in delay in the processing of your application and/or an objection by the local Fire and Rescue Service.

GUIDANCE NOTES
For
FIRE SAFETY CHECKLIST
For compliance with

The Fire (Scotland) Act 2005 Part 3

The Fire Safety (Scotland) Regulations 2006

To the Applicant: You have received a Fire Safety Checklist form as part of the application pack for your registration/variation. Please complete the form and sign the declaration at the end. By doing so you will declare that your premises are safe for your customers and staff, and you have complied with the fire safety regulations above. *Please note:*

- ***The Fire and Rescue Service may inspect your premises to confirm your compliance, or to enforce the regulations if necessary***
- ***Processing of your application may be delayed if you do not provide a completed Fire Safety Checklist and/or may attract an objection from the local Fire and Rescue Service.***

These guidance notes are intended as basic guide to help you complete the Fire Safety Checklist. The notes contain basic guidance only. For guidance that is more detailed you should read the sector specific guidance within the information on <http://www.firescotland.gov.uk> or ask your local Fire Safety Enforcement Officer for advice.

Who should complete the Fire Safety Checklist?

You, the applicant, should complete the form. Within the regulations above you are considered the Responsible Person, as you will have responsibility for the management, including fire safety management, of the premises. You should also be the person most able to complete the Fire Safety Checklist (Appendix 1 or 1(a)) due to your knowledge of your premises, and to rectify any deficiencies before submitting your application. If you choose to nominate someone else to carry out the Checklist, you must still sign the declaration and take responsibility for any deficiencies.

How should the Fire Safety Checklist be completed?

The Fire Safety Checklist is a basic survey of the fire safety measures in your premises. It asks the same questions that you should ask when carrying out a full risk assessment. Answers are limited to Yes, No or Not Applicable (N/A) and you simply tick the relevant box. To help you, some boxes are blanked out, as these answers would be incorrect.

Take time to read these guidance notes and the form and then inspect/review the Fire Safety provision within the premises. Review your fire safety risk assessment (you could review it at the same time), log book and other relevant records. If you do not personally carry out any tests or training, speak to the person who does. These simple steps should give you all the information you need.

How do I know what is inadequate?

Most fire safety precautions are based upon common sense. For example, if a self-closing fire door is wedged open it is inadequate, but can be fixed by removing the wedge and instructing staff. Competent persons should maintain more complex precautions, such as fire alarm systems, and you should have records of this in your logbook. If in doubt, you could test a system to make sure it works.

If any fire safety precaution is inadequate, or you are not sure, answer NO. After the survey, you should plan how you will rectify the inadequacies.

Completing the Fire Safety Checklist Form

Applicant Information: Please ensure that your name and address are clearly legible.

Fire Risk Assessment: *The Fire Safety Regulations above require a Responsible Person to carry out a fire risk assessment in the workplace. This is usually the person responsible for management in the workplace. The Risk Assessment should:*

- assess the risk of fire in the premises, and any control measures that can reduce risk,
- check that fire can be detected in a reasonable time and people can be warned of fire,
- check that all people in the premises can evacuate safely,
- provide suitable fire fighting equipment,
- ensure that those in the premises know what to do in the event of fire, and
- Ensure testing and maintenance of fire safety equipment and systems takes place.

As you are applying for a licence under the Licensing (Scotland) Acts there must be a written record of the significant findings of the assessment. Any action plan resulting from the assessment should also be recorded. The fire risk assessment should be reviewed at least once a year, or when there are significant changes in staff, layout process or fire loading in the premises. Note the checklist does not constitute the full Fire Risk Assessment required by the 2005 Act.

Escape Routes and Doors: All escape routes must be kept clear and available for use at all times that the premises are occupied. You should not store anything that would obstruct or any flammable on an escape route, even temporarily. For guidance, an escape route should not be narrower than any doorway on the route. Fire exit signs and notices are used to direct people to the escape route and as such must be visible and legible. If in doubt, try following the escape route yourself.

For security reasons an emergency exit door can be secured with a push bar/pad or similar device. These must work easily, without undue pressure them. Emergency exits must not be locked when the building is occupied.

Some doors are fire resisting and self-closing. These are designed to stop fire spread, giving more time for escape and reducing damage. They are only effective if they are a good fit in the frame, close fully from any angle and are not wedged or held open.

Fire Fighting Equipment: The number, type and location of fire extinguishers should be determined by the fire risk assessment. Usually you will need to provide fire extinguishers for general firefighting and to cover special risks. If you have a kitchen, you will also need a fire blanket for the hazards associated with cooking.

General: the most common general fire extinguisher is the water type. As a rule of thumb, you should provide one 9-litre water extinguisher per 200 square metres of floor area, with at least two extinguishers per floor (or one per floor if the floor area is less than 100 square metres). Other types that can be used are foam, AFFF (sometimes-called light water or spray foam), dry powder or carbon dioxide, but the size needed varies according to the type and size of risk. Fire extinguishers for general firefighting should be sited on escape routes, at or near the final exit.

Special Risk: risks such as computer rooms, electrical equipment, large fridges etc. will need fire extinguishers that are appropriate to the risk, do not cause injury to the user, or cause undue to the equipment. You should seek specialist advice about fire extinguishers for special risks.

Fire Warning Systems and Automatic Fire Detection: All registered premises should have a means of warning staff and customers that there is a fire, so that they can make their escape. The type of system is determined by the fire risk assessment and must take into account the layout, background noise, staff locations etc. and whether any person (staff or customers) can use the system without putting themselves in further danger.

The type of system can range from simple break glass call-points, with a bell or siren, to complex systems with automatic smoke or heat detectors, a control panel, automatic calling of the fire and

rescue service and bells or sirens in the building. The alarm signal must be capable of being heard throughout the building, and in any outbuildings. All fire warning and automatic fire detection systems must be installed by a competent engineer, to the current British Standard or equivalent. Mains electric systems must have a battery back up for the sounders and usually this will power the entire system in the event of a mains failure. If you doubt the existing system is adequate, either test it, or seek specialist advice.

All fire alarms should be backed up with a 999 call to the fire and rescue service, even where automatic calling is fitted. Members of staff should be delegated to do this from a safe location.

Response to avoidable unwanted fire signals (false alarms) places an unnecessary burden on the resources of the Scottish Fire and Rescue Service, and endangers the safety of fire crews and the general public. Disruption caused in your premises by false alarms places similar unnecessary burdens on your business, your employees and (where applicable) your residents. **It is your responsibility to prevent false alarms**, however the Scottish Fire and Rescue Service is committed to reducing unwanted fire calls and will offer support and advice if requested.

Emergency Lighting: All escape routes, including external routes, must be provided with sufficient lighting for people to see the way out safely. In normal conditions, this can be a mixture of artificial lighting inside and street lighting outside. To test this, you could turn off the lights at night and find out whether you can walk the escape route safely.

To allow for power failure the fire risk assessment should include provision of emergency lighting. This will depend on layout and size of the premises, but should be sufficient to allow anyone in the premises to find the escape route and walk out safely.

Emergency Fire Action Plan and Staff Training: Your fire risk assessment should ensure that people in your premises know what to do if a fire occurs. You should work out a simple emergency fire action plan including:

- What to do if you (or a user or one of your staff) discover a fire
- How to sound the fire alarm
- How to call the fire and rescue service
- What to do if you (or users or staff) hear the fire alarm i.e. escape from the premises
- Where to assemble outside, in a place of safety

You should provide fire routine notices (sometimes called fire action notices) in public areas, staff rooms and corridors. These can be bought as pre-printed notices or notices with blank spaces that you fill in with information relevant to your fire routine.

All Staff should be trained regularly to ensure that they know what you expect them to do if fire occurs. Anyone with a special responsibility e.g. calling the fire and rescue service, or checking rooms, should be specifically trained to carry out their designated role. The emergency actions in the event of fire should be tested with regular fire drills. There are no fixed intervals for staff training, but all staff should receive training on their induction, and refresher training should be provided as appropriate. It is recommended that staff fire training be carried out at least once a year after the initial training. Details of the training and who received it should be recorded in the logbook.

Fire Drills The frequency of drills for each building will be different and should reflect the level of risk. Fire drills should take place at least twice a year with each member of staff participating at least once a year.

Log Book: You are responsible for ensuring that all fire safety systems and staff training are fully effective. The best way to do this is regular maintenance and training, and the best evidence of this is a fire logbook that is used to record this. There is no fixed format for a logbook, but it should contain all relevant information e.g. dates and results of tests, dates and names from training sessions. Testing and maintenance is usually covered by codes of practice and a competent, adequately trained or experienced person should always carry out tests. A competent person should carry out staff training. You may be competent to carry out some or all of the tests and training, but if in doubt you should seek advice.

WARNING: Failure to adequately maintain or manage any fire safety system may also be deemed to place employees and others in danger, which contravenes the Fire Safety Regulations above. This may lead to criminal prosecution.

Recommended frequency of testing and maintenance:

SYSTEM/TRAINING	WEEKLY	MONTHLY	THREE MONTHLY	SIX MONTHLY	ANNUALLY
Escape Routes and Doors	Visual check, test doors				
Fire Notices	Visual Check				
Fire Extinguishers	Visual check for leaks, tampering				Service and Test
Fire Warning System	System test			Inspection and Service	
Automatic Fire Detection				Inspection and Service	
Emergency Lighting		System test			Discharge
Staff Fire Training*					Refresher training
Fire Drill				Fire Drill	
Fire Risk Assessment					Review

**Staff training must be provided on induction. Permanent night duty staff require training that is more frequent.*

Advice is also available on www.infoscotland.com/firelaw or from www.dontgivefireahome.org and www.firescotland.gov.uk

Additional Guidance Notes on completion of **Temporary Structure Checklist**

Guidance Note Section 7 – Requirements Under British Standard 7837: 1996

- a) Structure fabrics must conform with test 2B (Bottom Edge Ignition) of BS5438:1989.
- b) All unattached lining materials should comply with British Standard 5867 Specification for fabrics, for curtains and drapes: Part 2 1980 flammability requirements.
- c) All attached linings and drapes must conform to test 2B (Bottom Edge Ignition) of BS 5438: 1989.

Guidance Note Section 8 – Emergency Exits

- a) Where an event is licensed for public entertainment and more than 50 people are present, doors should be conventional (i.e. a fixed frame and door set fitted with panic bolts or latches). Where such doors are provided, the door frame sills and the ground in the immediate vicinity of the doorway should be levelled to avoid the risk of people tripping.

Where the marquee is of the traditional "pole" type and is to be erected on uneven ground, a solid door frame may not be suitable.

Alternatives are to provide a single-action, outward-opening device or outward-opening velcro fastening of a width suitable to the number of people likely to use the exit. A velcro fastening, under reasonable pressure, can allow the whole wall to open back providing a wide exit.

- b) All exit doors forming a means of escape must be clearly and conspicuously marked with the method of opening.
- c) At all times when persons are within the structure, the doors which afford a means of escape should not be locked or fastened in such a manner that they cannot be easily and immediately opened from the inside, without the use of a key.
- d) All exits for means of escape purposes must be clearly and conspicuously indicated.
- e) Every structure should be provided with exits which are sufficient for the number of occupants in relation to their width, number and siting. Normally no exit should be less than 1.05 metres wide.

Minimum Clear Width of Exit	Number of Persons
1.05 metres	1 to 160
1.65 metres	161 to 240
1.95 metres	241 to 320

- f) Where the structure is intended to hold more than 50 persons, there should be not less than 2 exits. The largest exit must be discounted due to fire and all occupants must be able to escape through the remaining exits.
- g) Linking of Temporary Structure – It is essential to ensure that there are adequate means of escape from all parts of the combined structure, including (where necessary) the link itself.

Guidance Note Section 9 – Means for Fire Fighting

The level and provision of fire-fighting equipment should be agreed in advance of the event and will vary according to the local conditions and the structures and activities on site. The installation and maintenance of portable fire extinguishers should conform to British Standards BN EN3 and BS 7863: 1996. Where possible, firefighting equipment should be grouped to form fire points and these should be clearly and conspicuously indicated by the symbol described in the Health and Safety (Safety Signs and Signals) Regulations 1996.

e.g.

TYPE OF EQUIPMENT	NUMBER/SIZE	LOCATION	IS EQUIPMENT REGULARLY MAINTAINED
Water Extinguisher	4 9 ltr	At the front of the structure as marked on the plan	Yes

Guidance Note Section 11 – Means for Giving Warning

- a) Means should be provided for giving warning in case of fire. The means of giving warning should be such as to avoid creating alarm for the public whilst giving instant warning to appropriate members of staff or stewards. The use of a public address system with an agreed procedure may be sufficient.
- b) A fire alarm system if required should comply with the recommendations for Type M of British Standard 5839: Part 1 and where an alarm system is installed to comply with the British Standard a completion certificate should be provided. There may, however, be situations where a simpler means of raising the alarm could be regarded as adequate.
- c) Manually operated sounders may be acceptable if each sounder will give a warning which is audible throughout the structure during a performance. Gongs, triangles, klaxons, bells and whistles may be acceptable as sounders provided that they cannot be confused with any entertainment in progress.
- d) Manual fire alarms should be mechanically reliable and the position chosen for the operation of any sounder should be as safe as possible from the effects of any fire risk, i.e. away from storage spaces, kitchens, etc.
- e) Electrical "break-glass" call points should be situated on escape routes and be provided on a scale which allows any person to reach a call point without travelling more than 30m. Manual call points should comply with British Standard 5839: Part 2.
- f) Any verbal warning to the public which requires them to leave the structure or site immediately should be phrased positively to leave, to leave the public in no doubt.

Guidance Note Section 12 – Lighting

- a) All parts of the structure to which the public have access and all external exitways 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.
- b) A minimum standard of illumination should be maintained so that the structure cannot be plunged into total darkness whether deliberately or accidentally. Emergency lighting installed to comply with British Standard 5266; Parts 1-7: 1999/BS EN 1838: 1999 will be deemed to satisfy this requirement.

The emergency lighting system should be regularly serviced and should be tested before the public are admitted to the structure.

- c) If at any time there is a failure of normal lighting, within all parts of the structure to which the public have access, and all external exit ways should immediately be illuminated by some alternative means which enable the public to see their way out of the structure in safety.
- d) The normal lighting should be kept on at all times when the public are in the structure, except in any part which is well lit by daylight and should illuminate all exit fire safety signs, unless they are self-luminous fire safety signs.
- e) In the case of temporary structures which are erected for a limited period or are used as part of a travelling entertainment, a current certificate signed by a competent person confirming that the emergency lighting installation meets the requirements of British Standard 5266: Parts 1-7: 1999/BS EN 1838: 1999 should be acceptable, subject to a functional test prior to the first admission of the public.
- f) Heat producing luminaries should be installed sufficiently clear of combustible materials to avoid the risk of fire.
- g) Where portable generators are to be used, a minimum of two generators must be run simultaneously on separate lighting circuits to prevent a total blackout during the event.

Guidance Note Section 13 – Site Management

Access for Fire Appliances and Internal Routes

- a) The site should be arranged to allow for adequate access for fire appliances and other emergency vehicles to within 45-60 metres of any structure including fuel storage facilities.

Access routes should not be less than 3.7 metres wide, should have no overhead structure or cables less than 4 metres above the ground, and should be capable of taking the weight of fire appliances (approx. 17 tonnes) in all weathers.

Turning facilities should be provided in any dead-end access route which is longer than 20 metres. Where access routes to and within the site are accessible via bridges, the weight restriction of the bridge should not be less than the weight of the vehicle expected to use it.

- b) Emergency vehicle routes within the site should be clearly marked to identify them as such, and should be kept clear at all times.
- c) Car parks should be sited away from marquees and large tents and parking should not be allowed on internal routes or between tents.
- d) Access to hydrants and other water supplies should be free from obstruction with the hydrants being clearly indicated.
- e) In order to reduce the risk of fire, grass should be cut as short as possible before marquees and large tents are erected, and the cuttings cleared away to a safe place. In exceptionally dry weather, special care may be required, i.e. dampening the site down before erecting the tentage.
- f) The use of a telephone or another method of calling the Fire Service in the event of a fire should be provided.
- g) The spacing between portacabins, caravans and other structures should not be less than 6 metres.

Road Safety Considerations

- a) Traffic management plan should be to an approved standard.
- b) Thought and consideration should be given to the provision of transport to get people to and from the event, this will reduce the need for cars to be used and also prevent people walking, reducing the obvious risk to pedestrians

Guidance Note Section 14 -Stewards

- a) There should be competent stewards on duty during the whole time that the public are on the premises. These stewards should have been specifically instructed as to their essential responsibilities in the event of fire or other emergency. Account should be taken of the additional responsibility caused by the attendance of disabled persons and children.
- b) The primary duty of stewards is to ensure that safe conditions are maintained in the premises and to achieve this, they should:-
 - i) ensure that no overcrowding occurs in any part of the premises;
 - ii) keep all gangways and exits clear at all times.
 - iii) prevent standing on seats or furniture; and
 - iv) be aware of any special requirements needed to ensure the safe evacuation of the audience/patrons.
- c) Stewards should be readily identifiable to the public by means of some conspicuous clothing or marking system which is visible under all lighting conditions.
- d) The number of stewards on duty on the premises to assist persons entering or leaving should be not less than 1 for every 250, or part of 250 persons present; and
 - i) If the number of persons on the floor or tier is less than 100, there should be at least 1 additional steward on duty on that floor or tier.
 - ii) If the number of persons present on any floor or tier exceeds 100 there should be at least 2 additional stewards on duty on that floor or tier.

Note: The licensing authority may decide that because of the type of entertainment and/or the composition of the audience additional stewards should be on duty.

- e) Where most of the audience are under the age of 16, the number of stewards on duty should not be less than one for every 100 or part of 100 within the auditorium and one steward for every 50 or part of 50 above the lowest floor.