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## GUIDANCE FOR PREMISES USERS OPERATING UNDER TEMPORARY EVENT NOTICES

The following guidance has been prepared to assist *Premises Users* to provide a safe Environment:-

1. The *Premises User* should carry out a Fire Safety Risk Assessment  
Note: see [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk)
2. The *Premises User* should carry out a general Health and Safety Risk Assessment  
Note: see [www.hse.gov.uk](http://www.hse.gov.uk)
3. The *Premises User* should nominate at least two adult attendants. The attendants should be fully trained in the following matters:-
  - a) means of escape route(s)
  - b) location and operation of the fire appliances
  - c) emergency evacuation procedure
  - d) arrangements for calling the Fire Brigade

Instructions given to the attendants should relate to the safe evacuation of the public, performers and staff, rather than the fighting of any fire. All attendants should be easily identifiable as such.

4. Prior to the admittance of the public an inspection should be made of all store-rooms, offices etc. located near or adjacent to the area being used in conjunction with the T.E.N. and the exit routes there-from. The inspection should ensure that the areas are free from the risk of fire, e.g. portable electric fires, cigarettes etc. Following the inspection, the doors to these areas should be locked shut.
5. Emergency lighting fittings should be checked and tested under a simulated failure of the normal (mains) electrical supply. Any necessary remedial works should be instigated and completed prior to the use of the premises under the T.E.N.

6. If emergency lighting is not provided. The attendants detailed in item 3) above should be provided with a powerful hand-held torch, which should be fitted with new batteries and be in effective working order.
7. An attendant who has been briefed in items 3 a-d) above should be stationed in any room used as a dressing room whilst it is in use. In rooms which do not have emergency lighting the attendant should be provided with a powerful hand-held torch in effective working order.
8. Notices should be posted in conspicuous positions to indicate the location of the Ladies' and Gentlemen's sanitary accommodation which is to be used by the public.
9. In the absence of daylight, normal lighting (sometimes referred to as artificial or general lighting) should be maintained in all parts of the premises to which the public, performers and staff have access during the whole time the public are on the premises. Note: If the normal lighting within the area is to be reduced during the entertainment, an operator should be stationed at the lighting controls in order that the lighting can be restored in an emergency.
10. Any temporary wiring to amplification equipment etc. should comply fully with the BS7671 Requirements for Electrical Installations(IEE Wiring Regulations 16th Edition). Cables should be routed out of reach of the public and should not pass through or obstruct any exit door.
11. In order to provide additional protection to any performer or entertainer who uses portable electrical/electronic instruments or apparatus, the supply should be via a sensitive earth leakage protection system(Residual Current Device) having a rated residual operating current not exceeding 30 milli-amps.
12. Any musicians and their associated equipment should be positioned so that exit routes are not obstructed or restricted.
13. If special effects, smoke machines, pyrotechnics etc are to be used, advice should be sought from Licensing Services prior to their use.
14. The *Premises User* or other person authorised in writing by the *Premises User* should be in charge of and upon the premises during the whole time it is in use under the TEN.
15. The *Premises User* should maintain good order on the premises.
16. The *Premises User* should ensure that music provided at the premises does not cause a nuisance to nearby residents and any form of amplification shall be so controlled by the *Premises User* as to prevent such a nuisance.
17. The *Premises User* should take all reasonable precautions for the safety of the public, performers and staff.
18. Overcrowding should not be allowed in any part of the premises.

19. All doorways and any corridors, staircases or external passageways intended for exit purposes should be kept entirely free from obstruction
20. All exit doors should be kept immediately available for use and those not fitted with panic bolts should be kept unfastened, with the fastenings rendered inoperable.
21. Explosives, toxic, hazardous or highly flammable substances should not be brought onto or used at the premises.
22. At least two 9 litre water-type extinguishers of the approved pattern should be provided and be ready for instant use in suitable positions in the part of the premises in which the event is taking place
23. A 2.5kg Carbon Dioxide extinguisher should be provided adjacent to any electrical/electronic equipment used in connection with the performance.
24. The Fire Brigade should be called to any outbreak of fire, however slight.

#### **ADDITIONAL MEASURES APPLICABLE TO ENTERTAINMENTS INVOLVING CLOSELY SEATED AUDIENCES**

25. When a premises is used for a closely seated audience, the following guidance should be considered:-
  - The seating area assigned to each person shall be as follows:-

Not less than 2ft 6ins (760mm) deep where backs are provided and not less than 2ft (600mm) deep where backs are not provided.

Not less 1ft 8in (500mm) wide where arms are provided and not less than 1ft 6in (450mm) where arms are not provided.
  - There shall be an unobstructed seatway at least 1ft (300mm) in width, measured from the perpendiculars between the back of one seat and the front of the seat immediately behind.
  - There shall not be more than 14 seats in a continuous row where there is a gangway at each end and not more than 7 seats in a row where there is a gangway at on end only. Gangways shall be of adequate width for the number of seats served but shall in no case be less than 3ft 7in( 1.1M) wide
  - Chairs or seats shall be secured together along the whole length of each row.
  - All gangways shall be kept free from obstruction. Persons shall not be permitted to stand or sit in any gangway intersecting the seating or to sit in any other gangway. Free access shall be maintained to the exits at all times

## **ADDITIONAL MEASURES APPLICABLE TO ENTERTAINMENTS INVOLVING SCENERY AND PROPERTIES**

**Canvas** should be rendered non-flammable by use of a suitable treatment

**Colour filters** should comply fully with BS 3944

**Curtains, Drapes and Gauzes** should comply with the requirements of British Standard 5867 Parts 1 and 2.

Materials such as pure wood, glass weave and noile silk do not require any additional treatment but man-made fibres such as nylon and artificial silk should be avoided.

**Floor coverings** should comply with BS 4790

**Furniture** – if possible, only furniture which complies with BS5852 should be used.

**Properties** such as artificial flowers, table cloths, curtains etc should all be treated to render them non-flammable.

**Stage exits and fire extinguishers** should be kept unobstructed

**Timber, hardboard and plywood** should be flame-resistant in accordance with BS 476 and Class 1 for the surface spread of flame throughout its thickness