

1. Project Overview

Site Address	Temporary Marquee at South Tower Deansgate Square Owen Street M14 5TQ
Description of Works	Temporary Marquee and Toilet/Store Annexe at Deansgate Square, Owen Street (3.5 month installation period)
Use Type	Curling Lanes, Bar and Seating
Use Period (Live)	24-Nov-25 to 28-Feb-25
Number of Floors	Ground Level only
Max attendance	400 including staff
Responsible Persons	Operations Manager (Planning) Duty Manager (Live)

2. Fire Risk Assessment

Category	YES	NO	Notes / Action
Electrical Equipment			
Are there any fixed electrical installations?		x	Temporary installation only. Installation to follow BS7909 standards and be signed off before use.
Are electrical equipment and appliances periodically inspected and tested?	x		Equipment and appliances supplied are PAT tested regularly.
Is the use of trailing leads and adaptors avoided where possible?	x		Electrical cabling is to be run around the perimeter edge of the marquee, or else fed under temporary floorboards. Cable ramps are to be used for any external feed which crosses road or footways.
Smoking			
Are adequate measures in place to stop people from smoking on the premises?	x		Staff training is given on the monitoring of persons smoking on site and the removal of individuals refusing to cooperate.
Are 'No smoking' signs provided?	x		No Smoking signs are to be situated around the marquee.
Are suitable arrangements in place for those who wish to smoke outside the premises?	x		A smoking area is to be made available at the external seating area, with sufficient signage and at a suitable distance from the marquee. .
Arson			
Are the premises adequately secured to prevent unauthorised access?	x		Site has 24/7 security and CCTV in operation throughout. All main doors are lockable at close.
Are combustible materials, waste and refuse bins stored safely clear of the premises or in purpose-built compounds/rooms?	x		Combustibles, waste and refuse is to be transferred to a cordoned hardstanding area and lidded large bins after each session.
Heating systems and portable heaters			
Are fixed heating systems subject to periodic maintenance?	N/A	N/A	Temporary only.
Are portable heaters subject to periodic inspection and used safely?	x		Full inspection required prior to installation.
Cooking			
Are adequate measures taken to prevent fires from cooking?	N/A	N/A	
Are filters and ductwork subject to regular cleaning?	N/A	N/A	

Housekeeping			
Is the standard of housekeeping adequate to avoid the accumulation of combustible materials and waste?	X		Yes. A shutdown protocol will be in place to ensure the Duty Manager has ensured housekeeping is completed to a high standard.
Are combustible materials kept separate from ignition and heat sources?	X		Yes. A shutdown protocol will be in place to ensure the Duty Manager has ensured housekeeping is completed to a high standard.
Is it ensured that all contractors who undertake work on the premises are competent and qualified?	X		Yes. A training programme will include any contractor on site, and will require adequate knowledge of preventing fires.
Dangerous Substances			
Are suitable measures in place to address the fire hazards associated with the use and storage of dangerous substances?	X		Yes. The Duty Manager is in charge of adherence to the COSHH Risk Assessment results and protocol.
Other significant fire hazards			
Are there any other significant fire hazards in the premises?		X	
Means of Escape			
Are all escape routes kept clear of obstructions to enable people to escape safely?	X		
Are all fire exits easily and immediately openable?	X		Two FD30 external openings (double door with drop bar), one main FD30 entrance with handles and one steel fire door (drop bar) as part of the schematics, creating a total of four exits.
Are distances of travel considered reasonable?	X		The schematics of the exits have been drafted in accordance with guidance notes from Cheshire Fire & Rescue. There is no more than 15m of travel to any one fire door.
Are suitable precautions in place for all inner rooms?	X		Steel fire door with drop bar installed at toilet annex room to allow immediate egress. Keg store does not have a fire exit, but is a low fire risk room (low ABV store only). To mitigate risks, it will have its own fire detection system and vision window on entry door.
Is adequate fire protection provided to stairways, including the provision of self-closing, fire-resisting doors?	N/A	N/A	No stairways
Are reasonable arrangements in place for the safe evacuation of disabled employees and other disabled persons on the premises?	X		Exits have been plotted based around the evacuation of disabled persons and the ability to evacuate these persons over non-stepped or non-gravelled terrain.
Means of Giving Warning			
Is there a suitable electrical fire alarm system?		X	A manual construction site type Fire Alarm system (rotary bell or radio alert push button) is considered appropriate due to the temporary nature of the marquee.
Are automatic smoke/heat detectors provided and is the extent and coverage considered adequate?	X		Smoke and Heat detectors to be installed in all three zones, providing SMS text alert.

Manual Fire Extinguishers			
Is there reasonable provision of fire extinguishers?	x		There are two fire extinguisher and alert points, to be located in the main marquee and in the bar area.
Emergency Escape Lighting			
Is there a reasonable standard of emergency escape lighting to illuminate escape routes and areas without natural lighting?	x		Yes. Due to the temporary nature of the power system, photoluminescent signage is considered appropriate for the exit signage system in the marquee. There is sufficient emergency lighting in the square on which the marquee is sited.
Fire safety signs and notices			
Is there a reasonable standard of fire exit signage and fire safety signs?	x		Yes There are exit signs to be installed at each fire exit, directional signage along each possible pedestrian escape route and an assembly point sign at the Assembly point.
Are general fire notices, detailing the action to take in the event of a fire, provided and sited in prominent locations?	x		Yes There is a prominently displayed fire evacuation plan to be displayed at the main entry door point.
Management of Fire Safety			
Has someone been appointed to manage fire safety?	x		The Duty Manager will be in charge of managing fire safety during live sessions. The Operations Manager will monitor and review.
Are procedures in the event of fire appropriate and properly documented?	x		A staff training plan shall include training on fire and emergency protocols.
Are all employees given regular instruction and training on the action to take in the event of a fire?	x		The training plan shall include regular training on fire safety to all staff.
Are employees with additional responsibilities, such as fire wardens, given additional training to carry out their roles?	x		The training plan includes additional training support for responsible persons (Duty Manager) who is the nominated fire marshall and first aider.
Are daily checks carried out to ensure exit routes are kept clear and fire exits remain easily openable?	x		The shutdown protocol ensures a check is done by staff prior to the site being vacated.
Are monthly and annual testing routines in place for the emergency escape lighting?	N/A	N/A	
Are weekly testing and periodic maintenance and servicing routines in place for the fire alarm system and any automatic detectors?	x		
Are fire extinguishers subject to annual maintenance?	N/A	N/A	A pre-installation check will be completed on any fire extinguishing equipment.
Are records of testing and maintenance maintained?	x		Via Connecteam.

3. Emergency Protocols

Fire Emergency

- *Raise the alarm using a whistle or air horn. Shout "FIRE!" if necessary.*
- *Evacuate everyone calmly using the nearest exit.*
- *Do not attempt to fight the fire unless trained and it is safe to do so.*
- *Guide attendees to the designated assembly point.*
- *Fire Safety Coordinator calls 999 and informs emergency services.*
- *Do not re-enter the marquee until cleared by emergency services.*

Medical Emergency

- *Call for a trained first aider immediately.*
- *Do not move the person unless absolutely necessary.*
- *Call 999 if the situation is serious or life-threatening.*
- *Provide privacy and comfort to the injured person.*
- *Complete an incident report form once the situation is under control.*

Gas Leak / Smell of Gas

- *Do not use electrical switches or open flames.*
- *Evacuate the marquee immediately and move to the assembly point.*
- *Shut off gas supply if it is safe to do so.*
- *Call 999 and inform the Fire and Rescue Service.*
- *Do not re-enter until authorised.*

Power Failure

- *Switch off and unplug non-essential electrical equipment.*
- *Ensure emergency lighting (if available) is working.*
- *If lighting is insufficient, safely evacuate the marquee.*
- *Report the fault to the event manager or electrician.*

Severe Weather

- *Monitor weather updates via mobile or radio.*
- *If the structure becomes unsafe, evacuate to a permanent building or safe area.*
- *Secure loose items to prevent them becoming hazards.*

4. Evacuation Plan

