

THE OAST HOUSE

FIRE RISK ASSESSMENT – THE CURIOUS TEEPEE

GENERAL INFORMATION		
Company: The New World Trading Company, 15 London Rd, Alderley Edge, SK9 7JT		
Location: The Oast House, The Avenue Courtyard, Spinningfields, Crown Square, Manchester, M3 3AY		
Single Occupancy: A single occupancy site located in the The Oast House's outdoor area		
SLT – Adam Wilde, Matt Bamber, Natasha Waterfield,		
Event Health & Safety – Alex Hardcastle		
Site Operations – Danny Leach		
Premises Description:		
<i>(See Appendix 1 for layout)</i>		
3 x Giant hat teepees: joined to make a single space approximately 72.5m², with 100% raised wooden sides that form the back of house doors. Teepee structure consists of 27 wooden poles, secured to a purpose-built scaffold sub-floor platform, covered with synthetic weave matting. The 27 poles are covered by 3 x inherently fire-retardant teepee canvasses, with covering canvasses to seal the tents. All canvass is fire retardant to comply with the BS 7387 standard.		
Access:		
Access to The Curious Teepee will be restricted to a maximum of 388 members of the public at any one time. 2 x security staff man entrances. A maximum of 10 staff working in the teepee's. Capacity is calculated based upon guidance from consultation with North Yorkshire Fire & Rescue Service – Fire Safety in Tented Structures & MUTA Best Practice Guide (Safe use & operation of Temporary demountable fabric structure). https://www.muta.org.uk/MUTAMembers/media/MUTAMembersMedia/PDFs/MUTA-s-Best-Practice-Guide,-November-2014.pdf - The occupancy of the structure accounts for a combination of standing & seating capacities (See Appendix 5 & 6) - Standing: 2 persons per 1sq m = 232 - Seated = 156 - The structure has three defined exits of 1.95m width. The occupancy is calculated upon availability of two exit points of 1.95m. If one exit is inaccessible due to a hazard, the largest width available is 1.95m. - Exit routes provide unobstructed & clear egress from the structure to the Muster Station		
Activity:		
Café / bar area as part of The Oast Houses outside area		
STEP 1 – IDENTIFY FIRE HAZARDS		
Sources of ignition	Sources of fuel	Sources of oxygen
Teepee Electricity supply 2 x diesel heaters 1 x metal diesel bowser Fire pit with wooden surround DJ equipment	Teepee Wooden floorboards, wood teepee poles, compressed wooden logs for fire, paper trays for food, wooden tables and benches, wood bar, wood doors	Teepee Natural ventilation from doors and under the teepee canvass.

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STEP 2 – IDENTIFY PEOPLE AT RISK	
Consider (X) ☒ Employees ☐ Self-employed ☐ Contractors ☒ Multi-occupancy persons ☒ Young persons (under 18) ☒ Disabled* ☒ Customers ☒ Public ☐ Other _____ ☐ Other _____	No employees have mobility, hearing or eyesight impairment. Site accessible only by contractors during build & dismantle. Some group bookings. Children accompanied by adults. Post 9pm, persons of 18 years & over only General public have access along with some group bookings

STEP 3 – EVALUATE, REMOVE, REDUCE AND PROTECT FROM RISK	
What action has/will be taken to remove and/or reduce those fire risks?	• Fire pits will be supervised by 1 x member of staff at all times and fire pit checked daily before use. • Metal ash bin removed from fire & stored outside at the end of each day. • Warning sign placed on fire when ash bin removed. • No smoking allowed inside the teepee – designated smoking area only to be used outside the tent and away from canvass • Diesel to power fuel heater kept in a secure metal bowser • All rubbish bins emptied on a regular basis • Teepee's kept tidy at all times • No more than 388 customers allowed inside the tent • 3 x Fire exits kept clear 1) Fire Exit at teepee 1: 1.95m 2) Fire Exit at teepee 2: 1.95m 3) Fire Exit at teepee 3: 1.95m • All appliances and electrical equipment PAT tested. • Security to monitor customer behaviour and remove any customers tampering with open fire/ electrics that could put infrastructure/ public at risk
What arrangements are/will be in place to protect people from fire?	• All staff working at The Curious Teepee to receive appropriate training on fire evacuation/ use of fire extinguishers, all attend a company induction detailing procedure. • Fire alarm kept behind the bar • 3 x fire exits with illuminated signage. All signage complies with current regulations. • Emergency lights including torches in case of power failure • 3 x fire extinguisher boxes containing water and CO2 extinguishers. • 3 x Carbon Monoxide detector • All exits kept clear
Decide (evaluate) – are the existing fire precautions and controls adequate or should more be done and how likely is it a fire will start.	• The Manager & NWTC SLT will review all fire precautions on weekly visits

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STEP 4 – RECORD, PLAN AND TRAIN			
Check that the action plan is being implemented	Responsibility of (name)	Date to be completed	Date actually completed
Issues identified above have/will be recorded and all necessary actions have/will be taken	Alex Hardcastle	10 th Oct 22	
There is a suitable plan covering what everyone will do if there is a fire	Alex Hardcastle	10 th Oct 22	
Staff have been nominated, informed, instructed and trained	Danny Leach	10 th Oct 22	
Fire drills are planned, practised, evaluated and recorded.	Danny Leach	10 th Oct 22	

STEP 5 – ASSESSED BY AND REVIEW		
Keep the assessment under review – it must be kept up-to-date. Over time, risks may change, such as storing new materials, which could easily catch fire, etc. If significant changes in risk are identified, you must tell others who share premises and where appropriate, retrain staff.		
Assessment date	Completed by (name)	Signature
10 th Oct 22	Alex Hardcastle	
Date reviewed		
Assessor		

FIRE ACTION CHECKLIST		
Sources of ignition and fuel need to be kept apart. This checklist can be used to help identify and note issues as part of the '5 steps to fire risk assessment' process and can be attached to the completed assessment record form.		
Company/site	The Curious Teepee, The Oast House, The Avenue Courtyard, Spinningfields, Crown Square, Manchester, M3 3AY	
Location covered by this checklist	Site as outlined in Appendix 1	
Date	10 th October 2022 – 31 st January 2023	
HAZARDS	YES/NO	COMMENTS / ACTION
Has anything been found that could start a fire (significant sources of ignition?).	YES	Ignition from light switches/ naked flame from fire pit
Has anything been found that could easily burn (significant sources of fuel?).	YES	Wooden sub-floor, wood teepee poles, compressed wooden logs for fire, paper trays for food, wooden tables and benches, wood bar, wood doors
Check all significant sources of oxygen from processes, equipment or the environment have been identified.	YES	No action required
Do the above take account of all 'dangerous substances' produced, used or stored on the premises?	YES	
Are effective measures in place to protect premises against arson	YES	CCTV cameras / Teepees locked outside use / 24-hour security

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PEOPLE	YES/NO	COMMENTS / ACTION
Have all persons normally in the workplace been taken into account?	YES	All employees receive induction
Are people working alone or in isolated areas, such as employees or contractors taken into account?	YES	No lone working

DETECTION & WARNING	YES/NO	COMMENTS / ACTION
Is there an effective means of fire detection?	YES	Manually operated fire alarm
Is there an effective means of fire warning?	YES	Fixed Call point
Will all persons hear / be alerted by the alarm?	YES	
Do all persons know how to raise the alarm?	YES	All employees receive induction
ESCAPE ROUTES & EXITS	YES/NO	COMMENTS / ACTION
Are fire exits / routes clearly marked with 'running person' signs and are they clearly visible?	YES	Signs fitted where appropriate
Are escape route travel distances to places of safety as short as possible?	YES	Suitably located fire exits to outside Muster Point easily accessible. Please see Appendix 2 for map of Hardman Square Muster Point
Can all fire exit doors be opened easily, without sticking / jamming and without use of a key or any specialist knowledge?	YES	3 x fire exits are wooden doors that are not locked during opening hours
Are all (internal and external) fire doors and escape routes kept clear of obstruction at all times?	YES	3 x fire exits doors
Are all fire exit doors kept unlocked when persons are on the premises?	YES	
Do escape routes lead in different directions to places of safety? (Ideally there should be at least two escape routes from every work station)	YES	Various routes available to Muster Point
Are escape routes wide enough for the numbers of people using them, including wheel chair egress if necessary?	YES	

ESCAPE LIGHTING	YES/NO	COMMENTS / ACTION
Is there always sufficient illumination to see escape routes clearly?	YES	Overhead emergency lighting on all escape routes.
Is there always sufficient illumination to show fire alarm call points and fire fighting equipment?	YES	Emergency lighting as part of signage and borrowed light from street lighting in Spinningfields
Is there sufficient lighting to reach external designated assembly points?	YES	Spinningfields streetlights are in operation during hours of darkness.
FIRE APPLIANCES	YES/NO	COMMENTS / ACTION
Are there sufficient fire extinguishers in place? (Take into account of floor area, number of floors, rooms, processes, and numbers of people present).	YES	6 x fire extinguishers in total.

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EMERGENCY	YES/NO	COMMENTS / ACTION
Are the locations of main shut offs for power supplies, gas, oil water etc known and clearly identified?	YES	
Is it clear who contacts the emergency service, who takes control, where to go, etc?	YES	Person raising the alarm contacts the emergency services. Fire procedures are included in the SOP
Are fire action notices displayed near fire exits?	NO	Due to the Teepee being a temporary structure
Are fire evacuation drills carried out (at least annually) and are results monitored and recorded?	NO	N/A
ELECTRICAL SYSTEMS	YES/NO	COMMENTS / ACTION
Has the premises installation wiring been inspected and tested?	YES	All electrical equipment PAT tested
Are portable electrical appliances maintained? (Equipment label should state the date tested and date of next test)	YES	All electrical equipment PAT tested
MAINTENANCE	YES/NO	COMMENTS / ACTION
Are fire alarm systems checked, serviced and maintained in an efficient state and good working order?	YES	
Is all fire fighting equipment checked, serviced and maintained in an efficient state and good working order?	YES	All firefighting equipment serviced yearly and fully recorded
Are any (non-electrical) portable heaters in use checked and maintained?	YES	PAT tested yearly
TRAINING	YES/NO	COMMENTS / ACTION
Are employees required to fight fires? Competent to use fire extinguishers?	YES	Part of induction process

GENERAL MANAGEMENT	YES/NO	COMMENTS / ACTION
Are arrangements in place for the effective planning, organisation, control, monitoring and review of all fire preventive and protective measures?	YES	Fire risk assessment reviewed yearly
Are contractors who may be bringing fire risks on to the premises suitably monitored?	YES	All contractors working inside The Curious teepee have been asked for a separate RA
Have any measures recommended by other bodies (fire and rescue service, building control, insurance company, etc) been implemented?	YES	Advice received by Kevin Caulfield North Yorkshire Fire and Rescue Service. Recommendations implemented
ANY ADDITIONAL ACTION REQUIRED		
Checklist completed by	Signature	Date
Alex Hardcastle		10 th Oct 2023

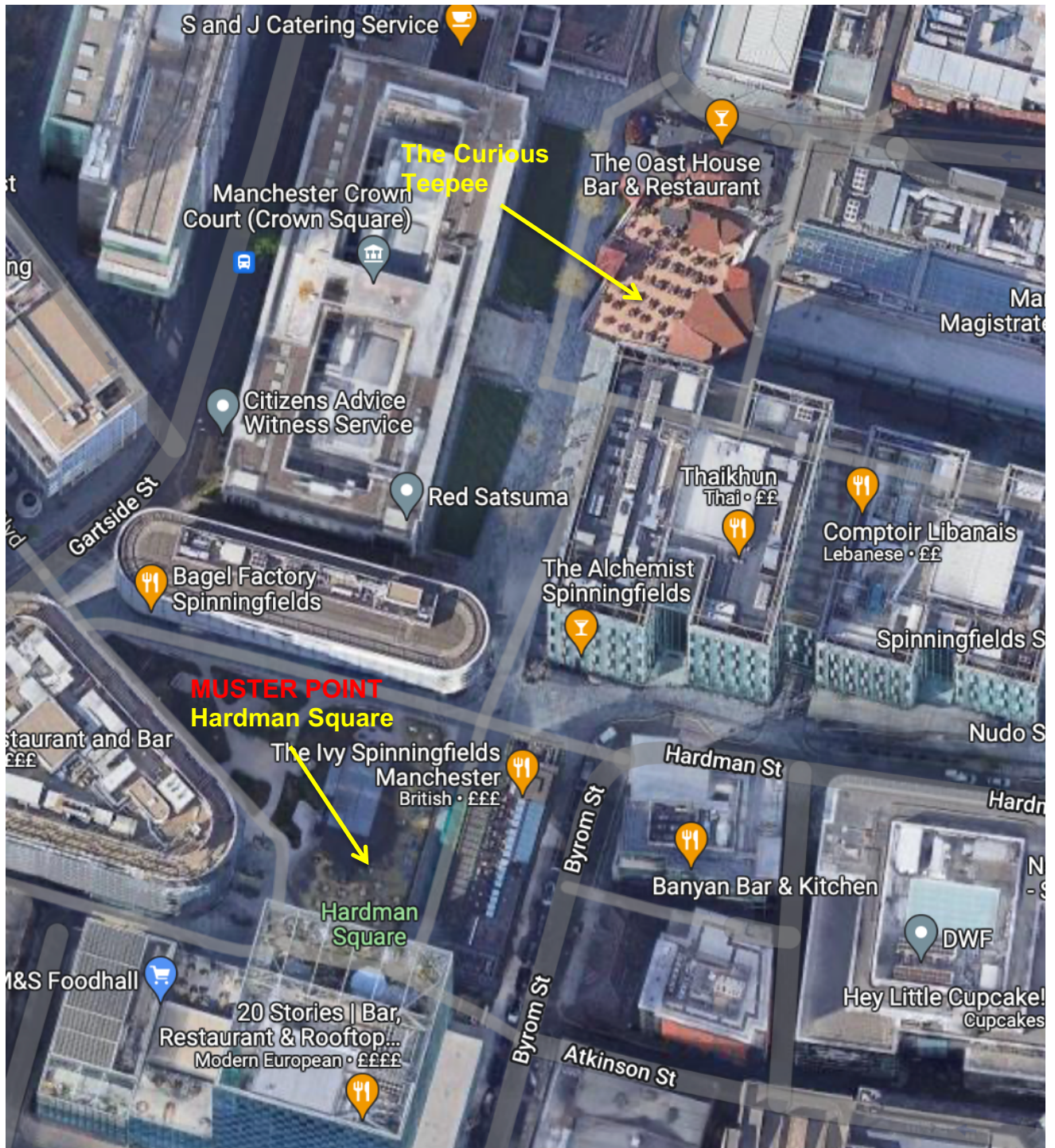
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APPENDIX 1 – The Curious Teepee Layout Plan



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APPENDIX 2 – Location of fire Muster Station



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APPENDIX 3 – Guidance on the safe set-up of an open fire

Before starting the fire, ensure the teepee smoke flap is fully open.

Check the fire is stable & level.

The ash bin should be standing on bricks, which in turn should be on top of a square of fireboard so not to burn the floor.



Ensure that the metal bin under the black fire pit tray is empty of ash and has a 6 inch layer of sand and a little water in the bottom.



Setting the fire: On the centre grate, first place 5-6 fire-lighters over the grate, then break 1 log into smaller pieces (1" thick) to act as kindling. Next place 4 logs in a triangular formation above the kindling and the fire is ready to light.



The fire may smoke for the first 15 mins as the fire-lighters burn off, before settling down at which point keep topped up to avoid further smoke. Never have more than 4-5 logs on the fire at once, and add around 3 logs every half hour.

Only use the smokeless logs provided.

Fires come supplied with fire extinguishers.



A member of staff must be the designated fire-warden on each shift.

Ensure nothing that presents a fire hazard is placed around the fire and finished or abandoned drinks and or food are promptly removed from the area.

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APPENDIX 4 – Staff Induction checklist for Fire Safety at The Curious Teepee

Safety Training	I confirm I have received training on this specific safety issue (please tick)
I have been shown the location of the 3 x emergency exits at The Curious Teepee	
I have been trained on how to evacuate the teepee, including; • Raising the alarm using the fire alarm located next to the bar • Opening the 3 x wooden fire exit doors • Outside the teepee remove the safety barriers if not already done so by security and direct people to the Fire Muster Point on Hardman Square (see Appendix 2) • Contact emergency services	
I have been shown how to operate the fire extinguishers, including; • The location of the fire extinguishers • How to open the protective boxes • How to operate the different types of extinguisher • Advised of what type of extinguisher is suitable for different fires • Advised not to hold the top pipe on a CO2 extinguishers for risk of burning	
I have been shown the safe set-up and maintenance of a Fire pit as per instructions in Appendix 3	
I understand that I may be asked to sign as the designated fire monitor for a shift and the responsibility this brings with it, namely; • That a smoke flap is always open before a fire is lit • Ensuring a visible check of the fire has been made every few minutes • That a physical check of the fire is made every 15 minutes and logs added as per guidance in Appendix 3 • That no customer is tampering with the fire • That no customer is adding fuel to the fire • That no customer is resting drinks on the wooden surround • Ask security to remove any customer who you feel is causing a fire risk	
I have been shown the location of mains electricity power source and how to disconnect in the event of an emergency	
I understand the need to keep bins emptied at a regular basis and the teepee tidy in general to avoid trip hazards/ build up of combustible materials	
I understand the requirement not to block fire exits with furnishings	
I have been shown how to switch heaters on and off	
I understand that I need to regularly check that smokers outside the teepee are not straying from the smoking zone/ dropping cigarette butts near the teepee canvass.	

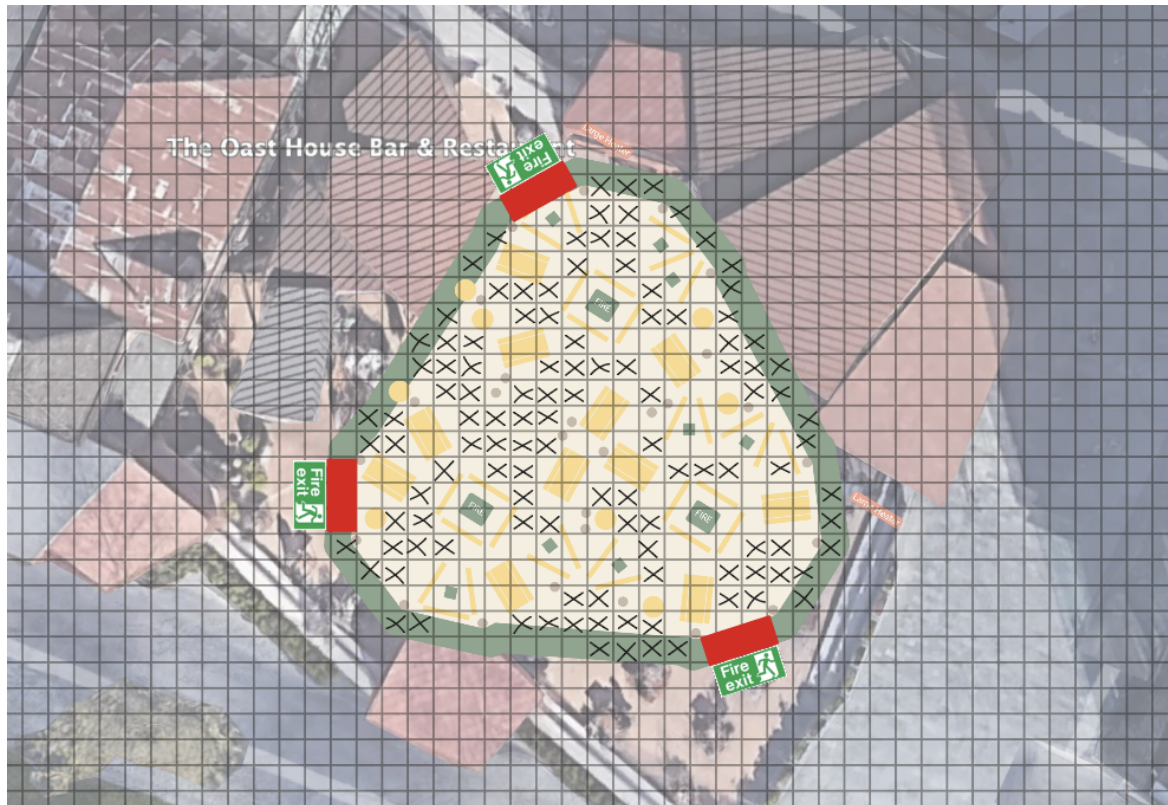
Name

Date

Signature

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APPENDIX FIVE – Exit & Occupancy Capacity



Standing

X = 2 People per sqm
 $116 \times 2 = 232$ People

Seating Space

11 tables of 6 = 66
30 benches of 3 = 90
Total Seating Space = 156

Total Capacity 388 People