**Non-inflatable temporary structures at events**

**Your duties as an event organiser**

You are responsible for ensuring that as far as reasonably practicable everyone at the event venue who could be affected by the construction and use of a temporary structure (volunteers, staff and members of the public) are not exposed to risks to their health and are kept safe from harm.

All event organisers erecting marquees or gazebos that do not require a Temporary Structure Licence in Islington’s parks must confirm they have read, and will abide by, the advice set out in this document and will use the checklist in Document 4 before allowing the public to enter a gazebo or marquee erected as part of their event.

**Planning**

Consider what the structure will be used for, what it needs to be able to do, who will use it and how. For example, is it going to be used to shelter attendees from the weather or for a hot food vendor?

**Gazebos or marquees erected by third party contractors**

* If you are not putting the structure up yourself, any third parties hired to supply, build, manage and take down a structure should be [competent and adequately resourced](http://www.hse.gov.uk/event-safety/getting-started.htm#contractors).
* You should make sure to get a site-specific risk assessment from the contractor not just a generic one. You may need to provide some site information to enable this to happen.
* Plan and work with your contractors to develop safe systems of working and make sure all significant risks on the site are properly controlled, e.g. the use of vehicles.
* Plan to minimise confusion and conflict, particularly between contractors, staff and volunteers carrying out concurrent or consecutive activities on the same structure or within close proximity.
* Consider the extent of control that you and your contractors have over the work activity and work area during the build and deconstruction phases. Organisers and contractors should agree the extent of their control at the planning stage, so that responsibility for structural safety is understood and maintained throughout the event.
* If necessary, the construction area should be cordoned off to prevent entry by unauthorised people.
* Before the contractor leaves, make sure they inspect the structure. They will then issue an installation report which will incorporate their completed inspection checklist.
* You should also be given written guidance regarding the procedures to be followed in the event of adverse weather. As with the use of all temporary structures this guidance should emphasise the need to be aware that weather conditions can change over the course of the day, so monitoring is essential.

**When constructing the gazebo or marquee yourself**

* Make sure you assess the risks involved with erecting the gazebo and minimise them where possible.
* Make sure there is sufficient time and resources available to build and dismantle the structure safely.
* Use competent staff and brief them before you begin construction.
* The build site should be sufficiently far from services such as overhead power lines.
* Build the structure in accordance with the manufacturer’s instructions.

**Anchorage**

* Anchors are critical to the stability and safety of fabric structures.
* If the wind speed is high enough to make erecting the gazebo difficult, it should not be erected until wind speeds have subsided. If wind speeds are forecast to remain high, it should not be erected at all.
* Loose or sandy soils provide the least resistance when using pegs or stakes and may require special anchors. In these situations, pull-out tests would be expected in order to verify the anchorage resistances.
* You should be aware that underground services run through some of our parks so care needs to be taken when using pegs or stakes.
* Tree roots may be damaged by long stakes used for anchorage so structures should not be erected under tree canopies.
* Where ground penetration is not possible or the resistance provided by the soil is not sufficient to stabilise the structure, heavy ballast weights can be used to withstand uplift forces.
* Building Control has advised that 25-40kg per leg is adequate to secure structures not requiring a TSL. You should seek specific advice from the manufacturer/supplier of the structure in this regard. Safe wind speed recommendations by the supplier/manufacturer should be adhered to.
* Stakes and ropes near exits or other walking routes should be fenced off or clearly marked to prevent members of the public from walking in to or tripping over them.
* Responsibility for designating walking routes and erection of fencing lies with the event organiser unless an external contractor is involved. In this case responsibility should be established before construction begins.
* Purpose-designed stakes with defined heads and/or eyes for rope attachment are generally preferred since they do not need to project significantly above the surface. This provides secure anchorage as well as reducing the risk of tripping. Where necessary, consideration should be given to protecting the heads of any projecting stakes with suitable padding.

**Change in site conditions or use**

* Any change in the proposed use of the structure or site conditions which may affect the structure’s suitability should trigger a design check for the new conditions. An example of this would be the change of use from serving of cold food to hot food requiring heating equipment. The organiser is responsible for ensuring this is done.
* Have arrangements in place to ensure that any measures required to keep the structure safe during use are implemented.
* Monitor and measure the local weather conditions. In adverse weather conditions, know what to do with the structure to protect its stability, e.g. when to open wind relief panels (if present) and when to evacuate (this should have been discussed with your contractor at sign off).
* In winter, where there is a risk of snow, clients should be advised that most structures are not designed to withstand the weight of snow on the roof. If there is a risk of snow, you will be required to heat the structure to above 12OC to prevent snow build-up endangering the structure’s stability. This is a particular danger where adjacent structures form a valley.
* New manufactured membranes and fabrics should be of inherently flame retardant fabric or durably flame retardant fabric when tested to BS 7837.
* Use of heaters, cooking appliances and naked flames within structures should be adequately risk assessed and should only be considered if the fabric is flame retardant.

Please complete the table below when you have finished all the tasks listed in the column on the left and upload the completed document to EventApp along with your Gazebo/Marquee Risk Assessment (or revised General Risk Assessment) at least one week before your event.

|  |  |
| --- | --- |
| **TASK** | **DATE COMPLETED** |
| I/We have read this document and all recommendations within will be undertaken. |  |
| A Risk Assessment covering;   * Manual handling for erection and dismantling; * How to manage severe weather conditions/emergency situations; * Safe management of heating devices used within the structure;   has been uploaded to EventApp. |  |
| The checklist from Document 4 will be completed after erection of the marquee/gazebo and a photo of the completed document will be emailed [park.events@islington.gov.uk](mailto:park.events@islington.gov.uk) on the day.  WE DO NOT REQUIRE PHOTOS OF YOUR GAZEBOS/MARQUEES |  |
| The ‘Declaration of Conformity’ form in Document 4 will be completed and signed and a photo of the completed document will be emailed [park.events@islington.gov.uk](mailto:park.events@islington.gov.uk) on the day. |  |