



MUTA MARQUEE SAFETY CHECKLIST

RECOMMENDED MINIMUM CHECKLIST FOR ASSEMBLED AND PRE ASSEMBLED STRUCTURES



1	Check that regular and appropriate weather forecasts are available	
2	Check that communication procedures are in place and available ⁱ	
3	Ground check : ⁱⁱ Conditions soft	
	Conditions hard	
4	Check for underground hazards, eg electricity cables, water pipes etc. ⁱⁱⁱ	
5	Check for overhead hazards eg electricity supply lines	
6	Anchorage are suitable for the purpose and are holding fast	
7	Bracing wires on roof and walls are in place and adequately tensioned ^{iv}	
8	All ropes including wire ropes are sound	
9	Fabric is tensioned and not prone to ponding	
10	Emergency exits are in place, operating correctly and are without obstruction Minimum of two for tents holding 50 or more people	
11	Escape routes are clear of obstruction	
12	Exposed ropes and stakes adjacent to exits and entrances are marked or roped off	
13	All locking pins and bolts are in place and secure	
14	All structural supports are sound without cracks or significant dents and not overstressed	
15	Eaves connection joints are securely locked home	
16	No unrepaired tears in fabric are present	
17	Flooring is evenly laid and there are no tripping points	
18	Carpet and other floor covering is securely fixed so as to minimise the risk of tripping	
19	Roof lining does not drop significantly below eaves	
20	All timber uprights and ridges are free from splits that are likely to cause failure. ^v	
21	Walls are securely pegged and/or secured	
22	Any pole tent has its full complement of side uprights, anchor stakes, pulley blocks and guy ropes	
23	The main upright(s) is/are independently guyed where appropriate.	
24	No excessive weights suspended from roof beams, ridges etc.	
25	Finally, an all round visual check to satisfy that tent is erected securely.	

Signed: Date:

Co Stamp:

JOB TITLE:LOCATION:

NOTES:

MUTA employs the services of a Marquee Safety Inspector

MUTA members adhere to the Home Office/Scottish Home and Health Department's Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (as amended by DCOL 14/95)

MUTA members must adhere to the Code of Practice for Marquee Hirers for the time being in force

NOTES for checklist

ⁱ (eg public telephone, mobile phone, reporting procedures, etc)

ⁱⁱ If unsure, can a standard stake driven into ground with 15cm (6") exposed be moved physically without the aid of tools. If so more stakes than normal or longer stakes than normal and spreader plates under main uprights may be required) and additional such measures should be noted.

ⁱⁱⁱ If there is uncertainty then a CAT detector or similar may have to be used, before stakes are driven in

^{iv} generally two per gable/adjacent bay roof and two per gable/adjacent bay walls. Intermediates for structures over six bays as above.

^v The total depth of shrinkage splits at any point round the pole should not exceed in length more than half the diameter – use credit card or similar to measure