Dear Sir/Madam,

If you are holding an Event or organizing an Event then there are requirements you should complete to ensure you run a safe event for all to enjoy and are compliant with legislation.

South Yorkshire Fire & Rescue would like to provide you with some advice and guidance in relation to your fire safety responsibilities.

* + - * **Have done a Fire Risk Assessment ?**
			* **Have you got an Event Management Plan ?**

As an Event Organizer you will need to comply with the Regulatory Reform Fire Safety Order 2005, this means you will need to carry out a suitable and sufficient Fire Risk Assessment specific to your event, this should be undertaken by a Competent Person with sufficient fire safety knowledge.

When you have completed the Fire Risk Assessment this should bedetailed in your Event Management Plan this should also include any fire risk assessments for food concessions and stallholders who may be in attendance at your event.

Your Event Management Plan should include:

* *The event evacuation strategy with consideration given to the evacuation of disabled persons.*
* *Safe occupancy capacities for all areas, including; standing areas around the stage, internal areas of existing buildings, marquees and/or tents and the method used to calculate them.*
* *Detail how occupant capacities are to be managed and controlled.*
* *Provide clear information relating to the means of escape available, specifically if a perimeter fence is being erected around the grounds. The plan should detail the number and capacity of exit routes and widths and how barriers will be managed during an evacuation based on occupancy figures and flow rates.*
* *Ensure exits are distributed so that people can turn their back on any fire which may occur and that exit routes are clearly indicated by signage and lighting. Consideration should also be given to the placing of any food concessions with regards to these routes.*
* *Provide a key list of members of the organising team, their responsibilities and contact details on the event date.*
* *Identify the Safety Officer, who will have show stop responsibilities on the day.*
* *Ensure the ‘Blue Route’ is suitable for emergency vehicle access and egress and is not part of your emergency exit route for members of the public.*

For further information on Fire Risk Assessment and fire safety guidance please look at the relevant documents listed below, these are available for free download via our website [www.syfire.gov.uk](http://www.syfire.gov.uk)

* Open air events and venues. ISBN-13: 978 1 85112 823 5,
* Small and Medium Places of Assembly ISBN-13: 978 1 85112 820 4,
* Large Places of Assembly ISBN-13: 978 1 85112 821 1
* Means of Escape for Disabled People ISBN-13: 978 1 85112 8737

Other useful information is also available via national fire chief’s website, for example; fire risk assessment templates for food concessions and stall holders***.***

* <https://www.nationalfirechiefs.org.uk/Event-safety>

For further information and advice on Temporary demountable structures, please see:

* Temporary Demountable structures advice can be found [Event safety - Temporary demountable structures (hse.gov.uk)](https://www.hse.gov.uk/event-safety/temporary-demountable-structures.htm)
* Best Practice Guide Safe Use and Operation of Temporary Demountable Fabric Structures - [MUTA - the UK's trade association for marquees, tents and structures](https://www.muta.org.uk/)