MUTA

Best Practice Guide

Safe use and operation of temporary demountable fabric structures

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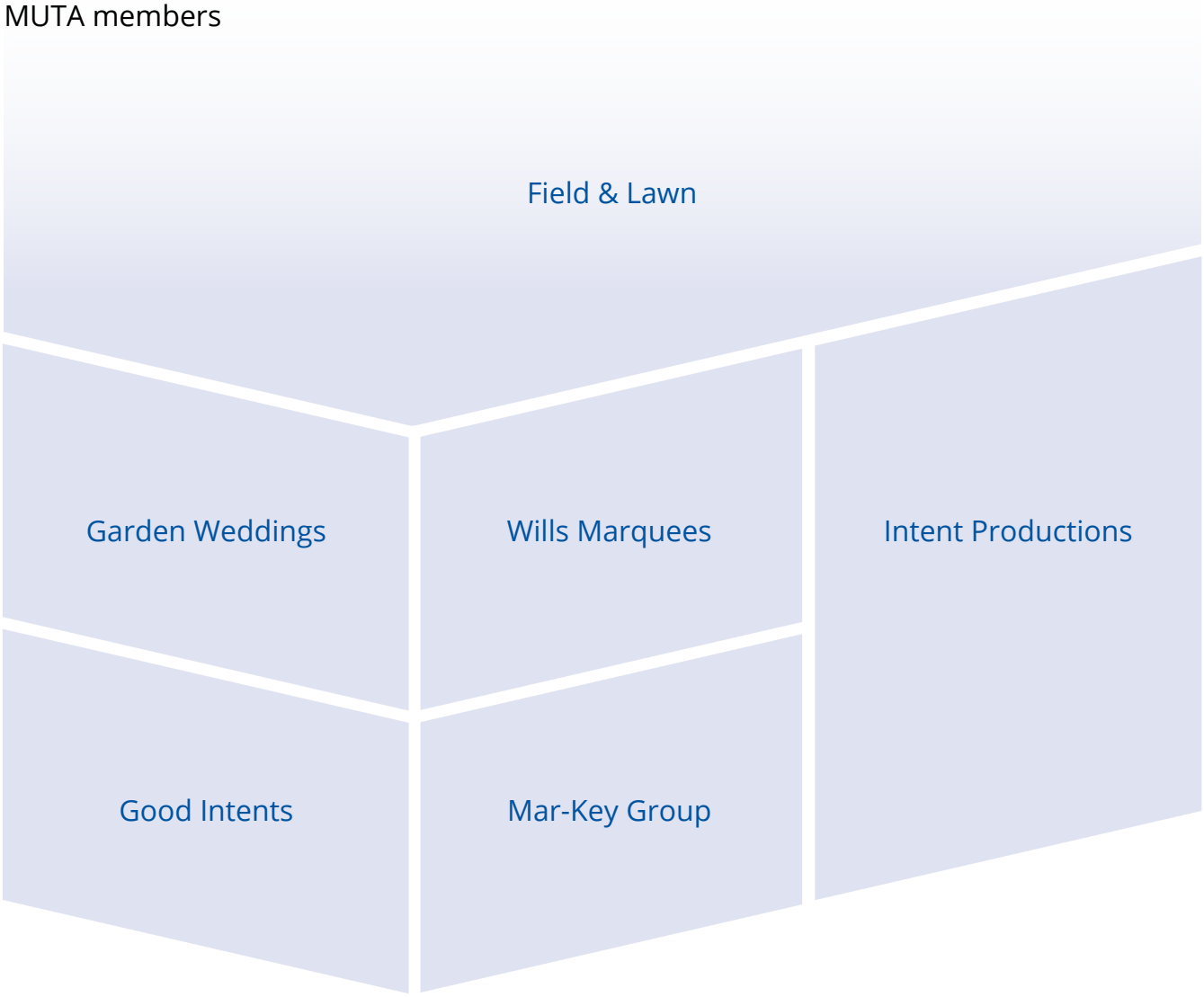

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Statement by the Health & Safety Executive

"This guidance has been developed by MUTA to help event organisers, contractors, managers and others make health and safety improvements when erecting, using and dismantling marquees and similar temporary fabric structures. The guidance represents best practice which may go further than the minimum you need to do to comply with the law and MUTA acknowledges the support of the Health and Safety Executive in producing this guidance."

Health & Safety Executive

1 Introduction

1.1 Who should use this guide?

1.1.1 This guide is designed for use by all involved in the procurement and provision of temporary demountable fabric structures for events; safety professionals and enforcement authorities; event organisers; occupiers and contractors.

1.1.2 It is a definitive guide published by the UK's foremost authority on the temporary demountable fabric structures industry.

1.1.3 Selecting contractors that demonstrate competence and provide evidence for their adherence to these MUTA guidelines will greatly improve safety before, during and after the event, and hence improve the risk profile of the event itself.

1.2 Background

1.2.1 MUTA has been long recognised as the representative member-led trade association of the temporary structures industry, promoting technical excellence and raising industry standards through professional development, an independent audit regime and increased public awareness.

1.2.2 MUTA recognises the duty that specialist contractors have to ensure that members of the public can have complete confidence in the safety of the products and services supplied by them. For that reason, MUTA runs an accreditation scheme and only admits as members those contractors who agree to follow this guide, and to submit themselves to independent audits to check that they do.

1.2.3 The periodic audits ensure not only the safety of finished installations, but also that of the crews during erection and dismantling, thus helping clients to fulfil their obligations under health and safety legislation.

1.2.4 In addition to following this guide, MUTA members are obliged to follow the MUTA Code of Practice (see Annex F).

1.3 Scope

1.3.1 MUTA’s accreditation scheme covers marquees, pole tents and other fabric-covered temporary demountable structures which are intended for public assembly, a place of work or like purposes (herein referred to as “fabric structures”). Camping tents, awnings and gazebos are omitted from the scope.

1.3.2 Multi-deck structures, air-supported structures and fabric tensioned structures are within the scope of this guide but are also subject to some special provisions detailed in additional MUTA guidance.

1.3.3 MUTA’s accreditation scheme also deals with ancillary equipment supplied with a fabric structure including flooring, furniture, interior linings, heating and lighting.

1.3.4 In general, the products and services supplied by contractors are provided on a short-term or temporary hire basis. Long-term (typically over 28 days) or semi-permanent installation may be subject to other codes or regulations outside the scope of this document.

1.3.5 The design, erection and dismantling of temporary structures in the UK is subject to the provisions of the health and safety law including the Health and Safety at Work Act 1974 and The Construction (Design and Management) Regulations 2015 (CDM).

1.3.6 MUTA does not seek to establish the aesthetic standards of any installation. Cleanliness and appearance of fabrics, suitability of colours and quality of furnishings are subject to commercial contract.

1.4 Responsibility

1.4.1 Under health and safety law, employers, the self-employed and those in control of premises have a duty to do all that is reasonably practicable to ensure the health, safety and welfare of their employees and anyone else that may be harmed by work activities or the workplace. This includes the venue owner/operator, the event organiser, the fabric structure contractor and other contractors working on the same site.

1.4.2 Prior to any event, the fabric structure contractor shall ensure that areas of responsibility for health and safety and contract fulfilment are clearly defined, those of all parties in the contract chain including the fabric structure contractor, sub-contractors and those of the client and organisers. These will normally be set out in the contract and should preferably be standardised. Clients should be made aware of their safety responsibilities.

1.4.3 It is vital that all structures used by the public are so far as is reasonably practicable, safe, particularly in case of fire or adverse weather, and that procedures are in place to protect the public and staff in these circumstances.

2 Public safety

2.1 Structural

2.1.1 Design

2.1.1.1 The design and suitability of a fabric structure shall be proven by calculation verified by a qualified structural engineer. On more complex structures these designs may need to be independently checked by a competent person. Complex structures would be considered those of a non-industry standard shape where no market experience exists or rely significantly on the fabric for structural strength or stiffness. It would also include those of multi-level designs incorporating live loads. As a minimum, such calculations shall include the maximum wind loading, and the reaction forces at the base of each column, for which the structure is approved and the maximum imposed load permissible.

2.1.1.2 Guidance contained in "Temporary Demountable Structures – Guidance on Design, Procurement and Use", published by the Institute of Structural Engineers should be followed at all times.

2.1.2 Anchorage

2.1.2.1 Anchors are critical to the stability and safety of fabric structures. The pull out force that an anchorage stake can withstand depends on the type of soil, water penetration, the inclination of the anchor and the depth of the anchor.

2.1.2.2 Loose, non-cohesive soils provide the least resistance and may require special anchors.

2.1.2.3 Where a structure is erected repeatedly in the same location, ground conditions may become compacted or otherwise altered over time, potentially reducing the anchorage resistance previously achieved.

2.1.2.4 Pull testing is typically performed to assess the anchorage or pull-out capacity of a variety of fixings. They can be undertaken in order to ascertain if the required loading has been achieved, as per the manufacturer's requirements, for the structure to be able to withstand the published maximum wind gust speed. Pull testing is good practice and should be done where possible.

2.1.2.5 Where ground penetration is not possible, heavy ballast weights can be used to withstand uplift forces. These ballast weights (kentledge) require calculation and a suitable factor of safety applied.

Note: The ballast weight requirement is often underestimated and can be several tonnes per anchorage point. Integral wooden flooring will contribute to the anchorage by virtue of its weight, but it is very unlikely to meet the full load requirements.

2.1.2.6 Anchorage should always be in accordance with the manufacturer's instructions and be sufficient to resist the maximum uplift force expected.

Note: Every upright should be anchored. Stakes are driven steel bars, often referred to as 'marquee pegs', which are generally 25mm in diameter, and approx. 800–1500mm in length. Stakes should be driven fully into the ground. In some cases, larger or specialist stakes may be required.

2.1.2.7 All uprights should have a means to spread the load at the base to prevent sinking when erected on soft ground.

2.1.2.8 It is essential to ensure the security of stabilising anchorages (stakes, kentledge, etc.) at all times. A transient design calculation may be required if the structure is to be installed in stages.

2.1.2.9 If alternative methods of anchorage are required (rawl bolts for example) then the supplier shall supply details of requirements. All instructions should be followed including where fixings may not be suitable such as block paving or loose tarmac.

2.1.2.10 Where temporary structures are erected for longer periods it is important to realise that the ground conditions encountered during the build process may change due to weather. Previously firm soil or grass surfaces may become saturated and become soft and as such anchorage holdings may alter. These should be checked on any maintenance visits agreed between the contractor and client.

2.1.2.11 Stakes and ropes near exits or other walking routes should be fenced off or clearly marked to prevent members of the public from walking into or tripping over them. Responsibility for designating walking routes and erection of fencing will normally lie with the event organiser, but the fabric structure contractor should ensure that the organiser is aware of these safety issues. 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 superior anchorage as well as reducing the risk of tripping. Where necessary, consideration should be given to protecting the heads of any projecting stakes with a suitable padding. This clause generally applies to fabric structures that rely on guys for support.

2.1.3 Thorough examination and inspection

2.1.3.1 There shall be a two-part inspection. Firstly, a thorough annual inspection of all the component parts of the fabric structure and, secondly, an inspection with report/checklist upon completion of each assembly by a competent person prior to handing over.

2.1.4 Thorough examination

2.1.4.1 It is generally accepted that the fabric structure hire contracting industry is of a seasonal nature and that the off season is spent refurbishing, repairing, checking and renewing the hire stock (as necessary). Particular attention is to be paid to the components that are critical to the structure of the fabric structure. It is strongly recommended that records be kept of such inspections and of any repairs or maintenance carried out to critical components.

2.1.5 Inspection

2.1.5.1 On initial erection and before the fabric structure is signed off by the contractor and handed over to the client, it should be subjected to a thorough inspection prior to issue of a report which will incorporate a checklist carried out by the site supervisor whose responsibility it was to erect the structure in the first place.

2.1.5.2 The site supervisor should have training in or be thoroughly familiar with the particular structure type and/or size.

2.1.5.3 The initial erection checklist should be a document provided by the contractor and should have particular reference to the points tabled in Annex A.

2.1.5.4 The checklist should be returned by the charge hand or site supervisor to their office and kept by the contractor for a period of not less than twelve months. Where the Local Authority license is required the Local Authority may also inspect the erected structure and documentation before use.

2.1.6 Stability

2.1.6.1 Roof and wall bracing are an integral part of most frame structures and must be fitted to any installation in accordance with the manufacturer's instructions and calculations.

Note: Normally in each end bay and, on larger structures, every sixth bay.

2.1.6.2 Fabric structure installations should where possible be supplied so as to allow complete closure when not in use and when extreme weather conditions are expected.

Note: Raising and lowering the sides of non-standard fabric structures such as tipis or stretch tents is something that can only be carried out by the contractor. If the sides are left raised then the contractor must have suitable active systems in place to continuously assess the wind conditions at each site and must take early preventative action to send staff to site to lower the sides if necessary.

2.1.6.3 Wind is potentially the biggest adverse weather threat to temporary fabrics structures and therefore requires careful planning and management.

2.1.6.4 Clients should be informed of the design wind load of the fabric structure and given instructions to evacuate should this be in danger of being reached. A wind management plan, incorporating wind action levels, should be developed and provided to the user.

2.1.6.5 Roof panels should be sufficiently tensioned to avoid ponding.

2.1.6.6 In winter, where there is a danger of snow, clients should be advised of the need to heat the structure to prevent snow build-up endangering the structure's stability. This is a particular danger where adjacent structures form a valley.

2.1.6.7 On uneven ground the excessive use of packing is to be discouraged. Engineered platforms or scaffolding should be considered and special attention to the anchorage is necessary.

2.1.6.8 Where fabric structures are erected on a scaffold grid or similar platform, the contractor shall ensure that as a minimum standard the grid or platform complies with BS EN 12811-4 and/or BS 5975 and that upon completion the supplier certifies this in writing accordingly. It is for the supplier to ensure the contractor of such structures receives all relevant design information in respect of the fabric structures to be so erected, e.g. design wind load, anchorage load, point load, occupancy level etc.

2.1.6.9 Continual reference should be made to weather forecasting services, particularly with regard to fabric structures erected during the winter months and those erected on exposed sites. With more complex structures on-site wind monitoring devices should supplement information from remote weather forecasting services. If fabric structures cannot be protected or strengthened to withstand forecast wind speeds they should, wherever possible, be made safe by lowering or removing covers, to be reinstated, after an inspection, and when the danger has passed. In carrying out these measures, no member of the public or work crew should be put at risk, in particular it should be noted that once frame structure roofs are removed, purlins can become dislodged in high winds.

2.1.6.10 It is for the contractor to agree with the client at the outset what surveillance/maintenance (if any) will be necessary after the fabric structure has been handed over to the client. This determination shall be made on the basis of a risk assessment which takes into account all relevant factors including the use to which the structure is put, the security of the structure, the weather conditions, time of year etc.

Note: The contractor should provide the client with an out of hours emergency telephone number(s).

2.2 Fire and emergency exits

Note: This section is offered for guidance but does not absolve the client of the obligation to carry out a risk assessment as required by the Regulatory Reform (Fire Safety) Order 2005.

2.2.1 Fire retardancy of fabrics

2.2.1.1 New manufactured membranes and fabrics should be of inherently flame retarded fabric or durably flame retarded fabric when tested to BS 7837. Fabrics tested to BS 5438, tests 2A and 2B, with a 10 second flame application time in each case continue to be acceptable (the method of test described in BS 7157 is also acceptable).

2.2.1.2 Linings and drapes should conform to BS 5867: Part 2, other sheet materials should be Class I surface spread of flame in accordance with BS 476-7 or BS EN 13501. Materials should be free of flaming molten droplet characteristics and should not readily support combustion.

2.2.1.3 All membranes and fabric should be clearly labelled with the name of the operator, name of proofer/coater manufacturer, year of first use, and flame retardancy standard applicable to the fabric. The labelling of other components is recommended for traceability purposes.

2.2.1.4 Further guidance on flammability of materials is given in *Temporary Demountable Structures – Guidance on Design, Procurement and Use*, published by the Institute of Structural Engineers and *Guidance note 51: Flame retardancy*, published by MUTA.

2.2.2 Exits

2.2.2.1 See Annex C for factors relevant to exit calculations.

2.2.2.2 Fabric structures intended to hold more than fifty persons should not have less than two exits.

2.2.2.3 Exits should be distributed as evenly as possible around the fabric structure to provide genuine alternative routes from all parts of the structure.

2.2.2.4 The maximum distance of travel from any part of a fabric structure to a final exit should not normally be more than 24 metres. In exceptional circumstances and where fabric structures are wider than 48 metres it is possible for the travel distance to be extended provided that adequate fire precautions are in place, and that sufficient exits are provided to enable an appropriate evacuation period. As a guideline, an evacuation period of two minutes should be aimed for.

2.2.2.5 If the distance of travel includes a ramp or stairway, an additional 0.25 metres should be added to the distance of travel for every 1 metre of ramp or stairway.

2.2.2.6 All doors on an exit route should open outwards and, where exit doors have to be secured against intruders, they should be fitted with panic bolts or panic latches to comply with BS EN 1125 and BS EN 179.

2.2.2.7 Where there are no doors, flap exits should be provided of a quick release design to comply with the appropriate rate of discharge, e.g. forty people in two minutes.

2.2.2.8 Any exits that are not intended for public use must be screened with baffles. Any such exit will not be taken into account in determining the number of exits as defined in Annex C.

2.2.2.9 Both emergency exit doors and flap exits should be provided with exit signs, conforming to BS 5499. Responsibility for provision of such signs is a matter for agreement between contractor and client.

2.2.2.10 It is recommended that all stages or platforms higher than 600mm and accessible to the general public shall be fitted with a handrail at least 1100mm high.

2.2.2.11 Entrance and exit ramps for the general public shall not have a gradient of more than 1 in 12 and shall be surfaced with a suitable slip-resistant material.

2.2.3 Fire fighting equipment

2.2.3.1 Responsibility for provision of fire fighting equipment is a matter for agreement between contractor and client. All places of entertainment should be equipped with means for fighting fire for use by occupants.

2.2.3.2 The advice of the local fire brigade should be sought in cases of doubt. Generally, however, the fabric structure should be provided with water-based extinguishers of a minimum capacity of 6 litres. These should be visible, easily accessible and should be easily operated. One fire extinguisher should be positioned at each emergency exit. CO2 extinguishers should also be provided where necessary to deal with electrical fires.

2.2.3.3 Where more than 250 occupants are anticipated, sufficient persons should be available who are trained and experienced in the duties of a fire warden. This should normally be the responsibility of the client.

2.3 Capacity and public access

2.3.1 Generally, the internal layout (seating, gangways etc) is not within the remit of the fabric structure suppliers. The contractor shall nevertheless advise clients or licensees to adopt the Home Offices fire safety risk assessment guides for places of assembly and open air events and venues. Where catering premises are involved, the client should be advised to consider the provisions of the Food Hygiene (General) Regulations and the Food Safety Act 1990.

2.3.2 The occupant capacity is the permissible number of people occupying a fabric structure or part thereof and is an important factor in assessing the means of escape.

2.3.3 In areas where fixed seating is provided, the major part of occupant capacity is determined by amount of seating available. In other cases, however, the contractor should ensure that an assessment is made of the probable density of people within the occupant capacity. For technical requirements and calculations see Annex B.

2.4 Furniture

2.4.1 Where the contractor provides furniture, it shall comply with the following:

a) Upholstered seating should be capable of meeting ignition sources 0 and 1 of BS 5852: Part 1 and ignition source 5 of BS 5852: Part 2.
b) Tables provided for food preparation should have hard and easily washable surfaces.

2.5 Lighting

2.5.2 Where the contractor provides lighting, it shall conform to the following:

a) All parts of the fabric structure and approaches to which the public have access and all external exit ways should, in the absence of daylight, be provided with adequate lighting capable of providing sufficient illumination of those parts for the public to leave the structure safely.
b) Contractors should inform the client of what power supply is required for the supplied lighting etc., and the client must tell the contractor what power supply they have available.

c) Electrical installations should be installed, tested and maintained in accordance with the provisions of the IET Regulations for electrical installations. This should include as a minimum:
    i) Regular PAT test.
    ii) Visual inspection on each set-up.
    iii) RCD in every circuit.
d) Where installations require anything other than connection through a 13A, 16A, 32A or 63A socket, a qualified electrician is required. All installations must be carried out by a competent person.

Note: All portable electrical equipment brought onto the site should be in a safe and serviceable condition. Although there is no legal requirement to keep maintenance logs for portable and transportable electrical equipment, there are benefits of recording maintenance, including test results. A suitable log is useful as a management tool for monitoring and reviewing the effectiveness of the maintenance scheme. Similarly, labelling of the electrical equipment can assist in identifying the equipment to be maintained. Further information can be found in HSE guidance HSG107 Maintaining portable and transportable electrical equipment.

e) Where lighting is necessary, emergency lighting shall be provided on all main fire exit doors and such signs should be capable of operating independently of the central source of power.
f) For larger events, the emergency lighting must be extended to illuminate the escape routes. Again, this additional lighting must be capable of being powered independently of the central source of power (see BS 5266 Emergency Lighting).

2.6 Heating

2.6.1 Where the contractor provides heating, it shall conform to the following:

a) All means of heating other than electrical should be by indirect type heaters, i.e. those with an exhaust system, sited externally and ducted in by means of flame retardant hosing. Care must be taken to ensure that exhaust fumes from heaters are not allowed to enter the structure and are dispersed safely.
b) Gas heaters should only be installed by GasSafe engineers
c) Oil fire heaters should only be installed by a competent person. Competency and training is provided by the Oil Firing Technical Association
d) All heaters should conform to relevant national standards such as BS 799 for oil burning equipment.
e) Spare containers of LPG should be stored at least 6 metres from any structure, protected against unauthorised interference and accidental leakage and, where grouped, should be locked together.
f) Use of naked flames (e.g. effect flames and candles) within a structure requires an adequate risk assessment.

2.6.2 Direct fired heaters are not recommended as they release fumes that accumulate and cause health risks. Indirect fired heaters are therefore recommended as they use a heat

exchanger to transfer heat to the air without releasing exhaust fumes in the heated space.

2.6.3 The use of red diesel in generators has been banned in the UK since April 2022. Heating contractors can recommend alternative fuel types.

2.6.4 Whatever your choice of heating is, ensure an adequate risk assessment has been completed and the end user is familiar with the risk assessment and has been given a demonstration of system controls such as the thermostat and emergency shutdown.

2.6.5 Further guidance can be found in the codes of practice produced by Liquid Gas UK.

2.7 Client awareness

2.7.1 The contractor shall make the client aware of the following recommended safety factors to be considered by the client when choosing a site and operating a fabric structure:

a) No dangerous or combustible or toxic gases or other allied product such as aerosols, explosives or pyrotechnics should be stored within a fabric structure.
b) To prevent the risk of fire, the client should ensure that, for every installation, the grass and vegetation within the footprint of the fabric structure, with an adequate working area around the footprint and the access route to/from it has been cut and clippings removed prior to installation (including emergency access).
c) The site should be sufficiently far from overground services, e.g. overhead power lines, and the client should provide information to the contractor prior to installation of the location of underground services (for further details see section 3.3).
d) Very few fabric structures have snow-load capacity and if snow is a possibility the structure must be heated in order to maintain a minimum temperature of 12°C to prevent build-up of snow on the roof.
e) Valleys between fabric structures and buildings or adjacent structures, can be a particular problem when snow builds up and clients should be made aware of the danger and the need to remove excess weight from these areas.
f) Persons other than the contractor's staff or those under their supervision shall not be admitted to a fabric structure during erection or dismantling operations until it is deemed structurally complete and safe.
g) The area underneath external or internal raised platforms etc. should not be used for storage.
h) Rubbish should not be allowed to accumulate under any raised platform. Such areas should be inspected regularly to ensure conformity.
i) Exit routes should be kept free from obstruction at all times.
j) When any person is in the fabric structure, the exit doors should not be locked.
k) The client should be informed of maximum in service wind speed.
l) Continual reference should be made to weather forecasting services, particularly with regard to fabric structures erected during the winter months and/or those erected on exposed sites. Wind management plans should be in place to evacuate fabric structures when wind speeds approaching the maximum service gust speed are forecast.

m) The client is to be made aware that, once the structure has been handed over, it is essential that they make no modifications to the structure, in particular structural components (such as removing or repositioning cross bracing in end bays or making changes to the anchorage) or the number and positioning of exits. These changes can only be made by the contractor.

2.7.1 See Annex A for a recommended checklist.

2.8 Martyn's Law

2.8.1 In addition to existing guidance on emergency preparedness, clients should be made aware of Martyn's Law (also known as the Protect Duty), which is forthcoming legislation designed to enhance public safety by mandating counter-terrorism measures at publicly accessible locations.

2.8.2 This law is expected to introduce new legal responsibilities for event organisers and venue operators to:

a) Assess the risk of a terrorist attack at their venue or event.
b) Take proportionate and reasonable steps to mitigate the risks.
c) Ensure appropriate training and preparedness among staff.

2.8.3 Temporary fabric structures used for public events may fall under the scope of Martyn's Law depending on the size of the gathering and the nature of the event. It is recommended that clients consult the latest government guidance and factor these requirements into their safety planning and risk assessments.

2.9 Regulations and guidance

2.9.1 The Health and Safety at Work Act forms the cornerstone of health and safety legislation in the UK. Within the temporary structures and events industry, it places a general duty on employers, contractors, and event organisers to ensure, so far as is reasonably practicable, the health, safety, and welfare of employees and others who may be affected by their work.

2.9.2 For temporary demountable structures, this means ensuring that structures are safely designed, erected, maintained, and dismantled, and that risks from weather, vehicles, lifting equipment, and the public interface are properly controlled. It also obliges the self-employed and those in control of premises (e.g. venue owners and event organisers) to manage risks arising from the use of such structures.

2.9.3 The Provision and Use of Work Equipment Regulations applies to all equipment used by workers, including plant, lifting devices, power tools, and access platforms commonly employed in the erection and dismantling of temporary structures.

2.9.4 It requires that all equipment is suitable for its intended use, properly maintained, and inspected regularly.

2.9.5 Operators must be trained and competent, and safety devices such as guards and emergency stop systems must be in place and functional.

2.9.6 In the temporary structure and events industry, this extends to ensuring that any hired or third-party equipment – such as forklifts, hoists, or mobile elevated work platforms – is accompanied by evidence of inspection and is used in accordance with manufacturer guidance and site-specific risk assessments.

2.9.7 More guidance can be found in the following publications:

a) *Temporary Demountable Structures – Guidance on Design, Procurement and Use*, published by the Institute of Structural Engineers
b) *Fire Safety Risk Assessment – Open Air Events and Venues*, published by the Home Office
c) *Fire Safety Risk Assessment – Small and Medium-Sized Places of Assembly*, published by the Home Office
d) *BS 13782:2015 Temporary structures – Tents – Safety*, published by British Standards Institute
e) *Guidance note G47: Managing strong wind conditions*, published by MUTA
f) *The Purple Guide*, published by the Events Industry Forum

3 Site safety

3.1 Competency and licenses

3.1.1 Site supervisors and leaders of crews and those responsible for the supervision on site will have demonstrated their competency for the job in hand, either by long service and experience, or by having achieved a relevant skills qualification.

3.1.2 As a minimum, all crew members shall have undergone basic induction in on site health and safety, detailing their duty of care to themselves and others.

3.1.3 Operation of any mechanical equipment, including road vehicles, forklift trucks and access equipment, must only be carried out by those who are able to show appropriate licenses or evidence of training, usually by means of a MUTA skills card.

3.1.4 At least one member of each crew will have undergone suitable first aid training and carry documentation as proof of qualification (which can be presented on a MUTA skills card).

3.2 Personal protective equipment

3.2.1 All crews shall have sufficient and appropriate personal protective equipment available for use when necessary.

3.2.2 Protective footwear should be worn at all times.

3.2.3 Hard hats to BS EN 397 should be worn at all times.

3.2.4 High visibility jackets to Class 3 should be worn at all times.

3.2.5 Gloves to EN 388-4131 should be worn when appropriate.

3.2.6 Goggles to EN 166 should be worn when appropriate.

3.2.7 Ear protection should be worn when appropriate, in particular when stakes are being driven by a pneumatic hammer device. Frequent rotation of the pneumatic hammer duties within the site team is recommended.

3.2.8 Sun screen should be worn when appropriate.

3.2.9 Safety harnesses should be worn when appropriate and when specified in the risk assessment.

3.2.10 All PPE provision and selection shall take into account the principles of BS 30417 – Provision of inclusive personal protective equipment, ensuring that protective equipment is available in a range of sizes, fits, and designs suitable for all workers, regardless of gender, body type, or cultural and religious considerations.

3.2.11 All personal protective equipment (PPE) use and maintenance shall align with the organisation's occupational health and safety management system, following the principles and requirements outlined in ISO 45001, including risk assessment, training, and monitoring of effectiveness.

3.3 Workplace transport

3.3.1 Workplace transport refers to the movement of vehicles and mobile plant within event sites and temporary structure build areas. This includes forklifts, telehandlers, delivery vehicles, and access platforms.

3.3.2 Poorly managed vehicle movements are a significant cause of injury in the events sector. Clear segregation of vehicles and pedestrians must be maintained at all times, with designated routes, barriers and signage provided where possible.

3.3.3 Drivers must hold appropriate licenses or certificates and be briefed on site-specific traffic management plans.

3.3.4 Lighting, surface condition, and weather should be considered when planning movement routes, particularly where temporary surfaces such as grass or gravel are used.

3.3.5 Further guidance can be found in HSE publication *HSG144: The safe use of vehicles on construction sites*, which is equally applicable to event and temporary site builds.

3.4 Services

3.4.1.1 Temporary fabric structures must never be erected without first identifying and managing the risks from overhead power lines, underground electricity cables, including substations and other buried or above-ground services such as gas, water and communications.

3.4.1.2 Contact with these services can result in fatal electrocution, explosion or serious disruption to public utilities.

3.4.1.3 The duty holder responsible for the works must also identify other utilities, including gas, water, and communication lines, by contacting the respective utility owners and managing the associated risks in accordance with the safe working methods they recommend.

3.4.1.4 The client should provide accurate plans showing the position of all underground electricity cables before any ground penetration (stakes, anchors, stabilisers or fencing posts) is undertaken.

3.4.2 Underground electricity cables

3.4.2.1 The details of the underground electricity cables in the area can be provided upon request from the electricity network operator.

Note: Allow sufficient time for your electricity network operator to provide these details to avoid last minute requests.

3.4.2.2 Even when plans are provided, they should be treated as indicative. Drawings can never be fully relied upon to show the exact position, depth, or number of cables, due to factors such as historical installation practices, subsequent groundworks, and terrain changes.

3.4.2.3 A risk assessment should be prepared on each and every occasion when working in proximity to underground electricity cables.

3.4.2.4 In accordance with HSG47 *Avoiding danger from underground services,* a three stage process should be followed:

a) Plans – obtain and review up-to-date utility drawings.
b) Cable avoidance tools – use Cable Avoidance Tool (CAT) or Ground Penetration Radar Scanning (GPRS) to locate services
c) Safe digging practices – confirm service positions by hand-dug trial holes before mechanical or ground-penetrating anchors are inserted.

3.4.2.5 While other locating devices are available, it is essential that only competent persons use them to ensure accurate detection and safe working practices.

3.4.2.6 A written instruction should be issued by the contractor before any ground penetration takes place in areas where underground electricity cables may be present.

3.4.2.7 Ground anchors and stakes must be positioned at a safe distance from any identified underground or overhead services, based on a thorough risk assessment and the application of a risk-based approach.

3.4.2.8 Minimum depths and good practices for locating and working safely near underground cables outlined in HSG47 *Avoiding danger from underground services* are:

a) LV underground cables (230V/415V) – typically buried at a depth of 450mm in footways, 600mm in carriageways.
b) HV underground cables (1kV to 33kV) – usually buried deeper, often at least 700mm to 1200mm, depending on voltage, ground conditions and utility standards.

Note: The above depths are not legal requirements. Always verify depths, do not rely on assumptions. As, depths can vary due to historical practices, terrain and reinstatement. And only trained and competent personnel may carry out service detection and excavation work.

3.4.2.9 If underground cables are struck or damaged:

a) Evacuate the immediate area and keep everyone well clear
b) Do not approach the damaged cable or any connected equipment
c) Warn others of the danger
d) Contact your local electricity network operator immediately on 105 for GB, or 03457 643643 for Northern Ireland
e) Do not return to the area until given confirmation by the electricity network operator that it is safe to do so

Note: There is a possibility that the underground electricity cable will be re-energised at any time.

3.4.3 Overhead power lines

3.4.3.1 Overhead power lines present a significant electrocution risk. Electricity can "arc" through the air without direct contact.

3.4.3.2 HSE GS6 states that the risks should be managed if working within a distance of 10 metres, measured at ground level horizontally from the below the nearest wire.

3.4.3.3 All temporary structures and associated equipment must be as far away as possible, but as a minimum at least 10 metres horizontally from the nearest overhead power line.

3.4.3.4 If the 10 metre distance cannot be accommodated, the relocation of the temporary structure and site plan should be considered before engaging in activities.

3.4.3.5 If, after redesign, it is still not possible to ensure that all parts of the temporary structure remain at least 10 metres away, then in accordance with HSE GS6, a detailed risk assessment must be carried out. This requires consultation with the local electricity network operator (line owner) to discuss any restrictions, isolation, or protective measures that may be required.

Note: You can call your local electricity network operator on 105 for GB, or 03457 643643 for Northern Ireland.

3.4.3.6 The minimum legal height above ground of overhead power lines are set out in Electricity Safety, Quality and Continuity Regulations 2002, as amended (ESQCR). For 11,000 and 33,000 Volt equipment the minimum height is 5.2 metres.

Note: Live equipment fitted on poles can be as low as 4.3 metres.

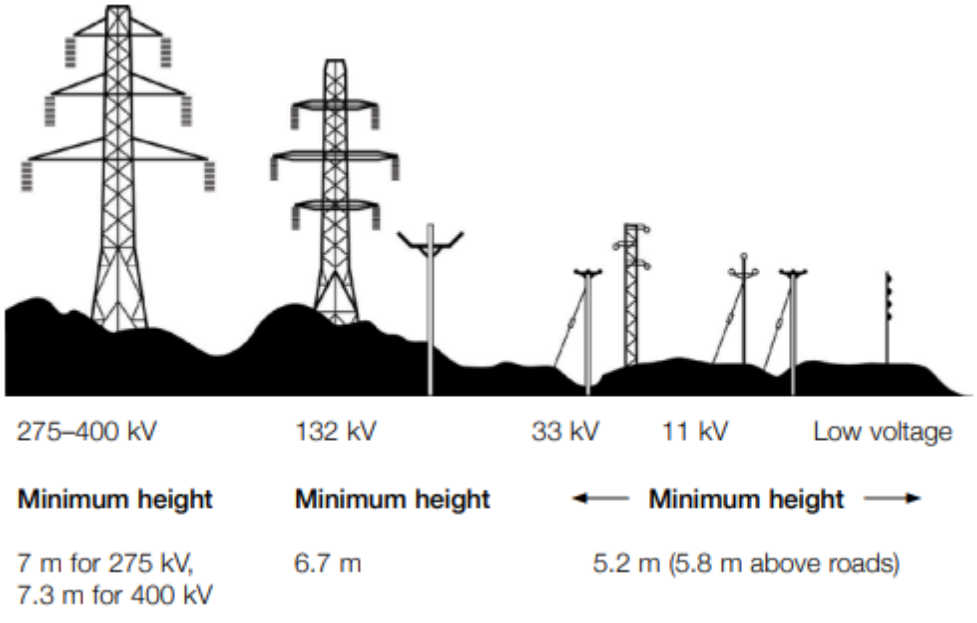

Figure 1: Minimum heights above ground level for overhead power lines, from *GS6: Avoiding danger from overhead power lines*, published by the Health and Safety Executive.

Note: All towers will have signage denoting the voltage. If the signage is worn or not clear, or if you are in any doubt about how to interpret the distances contained in the above diagram, you should always call your local electricity network operator on 105 for GB, or 03457 643643 for Northern Ireland.

3.4.3.7 Utmost care must be taken particularly with the use of power plant like telehandlers and other access equipment to ensure none of the working equipment/personnel enters the horizontal 10 metre distance.

3.4.3.8 Where proximity to overhead power lines is identified as an issue, the local electricity network operator must be contacted well in advance. This contact is essential to obtain information on any restrictions, required isolation, or protective measures, and to agree on safe methods of work.

3.4.4 Emergency procedures

3.4.4.1 Emergency procedures must be in place and communicated to all workers on site in case inadvertent contact occurs.

3.4.4.2 If any part of a temporary structures comes into contact with overhead powerlines, move as far away as possible from the area immediately, at least 10 metres as a minimum.

3.4.4.3 If any part of a vehicle (such as telehandlers) comes into contact with overhead powerlines, follow the safety procedure outlined below.

3.4.4.4 Remain in the cab of the vehicle and call 105 or 999 if there is an emergency. If it is safe to do so, drive clear, warn others to stay clear. If it is safe to exit the vehicle, jump well clear and move away using leaping strides. Do not return to the vehicle.

3.4.4.5 Further guidance can be found in the following publications:

a) *GS6: Avoiding danger from overhead power lines,* published by the Health and Safety Executive
b) *LOOK OUT, LOOK UP! – General guidance*, published by the Energy Networks Association
c) *Working safely near overhead electricity power lines (AIS8 rev 3),* published by the Health and Safety Executive

3.5 Welfare

3.5.1 As a minimum, crews must have access to toilet and hand washing facilities. Responsibility for such welfare provision will be determined in the contract (normally provided by the client or venue owner).

3.5.2 Suitable drinking water must be made readily available on site for all crew members. This should be clean, wholesome, and easily accessible throughout the working day, particularly during warm weather or periods of heavy physical activity.

3.5.3 Crews should be provided with adequate opportunities for rest and refreshment breaks. Breaks should be scheduled to prevent fatigue, maintain alertness, and ensure continued safe working practices, especially during long or physically demanding operations such as erection and dismantling.

3.5.4 Additional welfare provisions, such as shelter from adverse weather and facilities for warming food or drying clothing, should be considered where practicable, particularly during extended projects or winter operations.

3.6 Documentation

3.6.1 Crews should have available for inspection copies of:

a) Safe work method statements for all work planned on site.
b) Site specific risk assessment(s)
c) Structural sign off sheet
d) Competency certificates or cards

3.6.2 In addition, contractors should be able to produce evidence of:

a) Public and employers liability insurance.
b) Health and safety policy.
c) Construction phase plan is required under CDM.
d) Induction or toolbox talk
e) Wind management plan
f) MUTA membership

3.6.3 In some cases, professional indemnity insurance may be appropriate.

3.6.4 Contractors operating under an ISO 9001-certified quality management system should ensure that all documentation and record-keeping processes comply with the requirements of that standard.

3.6.5 Adherence to ISO 9001 supports consistent document control, traceability, and version management, helping to maintain accuracy, accessibility, and continuous improvement across all site documentation and safety records.

3.7 Risk assessing

3.7.1 Risk assessing is a legal and practical requirement central to safe event and structure operations. It involves identifying hazards, evaluating the likelihood and severity of harm, and implementing proportionate control measures.

3.7.2 In the temporary structures industry, risk assessments must cover all stages of work – transport, assembly, occupation, dismantling, and weather contingencies.

3.7.3 Typical hazards include work at height, manual handling, vehicle movements, strong winds, and public interface.

3.7.4 Site-specific assessments should be completed before each build.

3.7.5 Assessments must be reviewed regularly and communicated clearly to all staff and contractors through briefings and toolbox talks.

3.7.6 A well-documented and dynamic risk assessment process demonstrates compliance, supports safe decision-making, and helps prevent accidents and disruption during events.

3.8 Client awareness

3.8.1 Clients should ensure that contractors are aware of their duties under CDM and their responsibility to provide a safe working environment. This includes:

a) Warning of known overhead/underground services.
b) Warning of any other risk or hazard identified by the client's own risk assessment.
c) Ensuring that any other contractors working on the same or adjacent sites are competent and working safely.

3.8.2 Contractors should not drive on restricted or protected areas where tree roots, flora, wildlife habitats and heritage/archaeological sites are identified by the client.

4 Reporting of incidents

4.1 Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

4.1.1 Contractors and clients are reminded of their responsibilities to report injuries and dangerous occurrences. The regulations define even minor injuries as reportable when they result in more than seven days incapacity for their normal work; dangerous occurrences are listed in a schedule to the regulations.

4.2 Requirement to report incidents to MUTA

4.2.1 Accredited contractors shall report to MUTA any incident involving:

a) A fabric structure operated or supplied by them.
b) Components of such a fabric structure or accessories (such as flooring, lighting, furniture etc.) supplied by them.
c) A member of their crew or any bystanders during erection or dismantling of such a fabric structure.

4.2.2 Where such an incident gives rise to a duty to report under RIDDOR, this requirement is in addition to the requirements of RIDDOR and applies whether or not the duty to report under RIDDOR falls to the member concerned (e.g. a tripping incident involving a marquee contractor's flooring would be reportable to MUTA notwithstanding that the employer of the injured party had separately made a formal report as required by RIDDOR).

4.2.3 In addition, any incident involving the unintentional collapse of a fabric structure or a component thereof shall be reported to MUTA by the accredited contractor wherever they sit in the supply chain.

4.2.4 It is accepted that any such report to MUTA is made without prejudice to the contractor's position in any proceedings. The purpose of the report is not to assign blame, but to alert MUTA to the fact that an incident has occurred so that information on how to prevent similar incidents can be shared with all contractors.

5 Compliance

5.1 Audit

5.1.1 Accredited hirer members of MUTA are subject to audits throughout the course of the year. An auditor will contact the member to arrange a suitable venue and date for an audit to be conducted. The audit regime has been developed to ensure hirer members abide by the Best Practice Guide.

5.1.2 Audits are conducted by examining a number of areas of competence, assigning a score against each, and recording results on a form. The score will be recorded as one of:

a) 0 – immediate action required.
b) 1 – improvement recommended.
c) 2 – compliant.
d) 3 – best practice.

5.1.3 There are two types of audits conducted by MUTA's auditors:

a) Site audit – where the auditor observes and interacts with a team in action on site building or removing a structure
b) Premises audit – where the auditor visits a member's premises

5.1.4 Once an audit has been carried out the auditor will record and submit the report to the member along with any recommended actions to take to improve for future, subsequent audits (if necessary).

5.2 Non-compliance

5.2.1 MUTA's responsibility is to take follow up action where members fail to meet the required standard. Depending on the nature of the failure, follow up action may include supporting the member to improve, undertaking repeat audits, taking disciplinary action, or expelling the member from MUTA.

5.2.2 The members' responsibilities are as follows:

a) Co-operate with MUTA in arranging audits, which will often be at short notice.
b) Co-operate with the auditor during the audit, and treat the auditor courteously.
c) Take follow-up action as required by the auditor.

6 Accreditation

6.1 Evidence of accreditation

6.1.1 Accredited members receive a membership certificate upon payment of their subscription renewal each year. This certificate is valid for twelve months, beginning in April each year.

6.1.2 Accredited members will have a listing on the MUTA website.

6.1.3 Accredited members will be encouraged to display the MUTA member logo on their website(s), email footers, brochures and leaflets.

6.1.4 Developing hirer members are not audited and therefore cannot claim to be an accredited hirer member.

6.1.5 MUTA's developing hirer membership category is designed for new organisations who have been trading for less than twelve months.

6.2 Administration

6.2.1 The day-to-day running of the association is administered by the member services team, auditors and Executive Committee.

6.3 Eligibility

6.3.1 MUTA accreditation is available to any bona fide company whose main activity is the hire of fabric structures as defined in the scope (see 1.3).

6.3.2 Accredited contractors shall:

a) Sign an annual declaration to carry out all work in accordance with this Best Practice Guide, issued regulations and guidelines.
b) Submit to an initial audit.
c) Agree to periodic and random audits of their premises and systems.
d) Agree to periodic and random audits of the conduct of crews on site in respect of health and safety.
e) Maintain adequate insurances and to provide evidence if requested.
f) Agree to MUTA's disciplinary procedures.
g) Pay the appropriate fee for the contracted period.

6.3.3 MUTA hirer members that fail to maintain accreditation will automatically forfeit membership of the association.

7 Sustainability

7.1 General principles

7.1.1 Contractors have a responsibility to minimise its environmental impact through sustainable practices in the design, erection, use, and dismantling of fabric structures.

7.1.2 Sustainability practices should aim to reduce waste, conserve energy, and encourage responsible sourcing of materials while maintaining safety, compliance, and operational efficiency.

7.1.3 ISO 14001 (Environmental Management Systems) and ISO 20121 (Event Sustainability Management Systems) should be considered a benchmark for best practice in environmental responsibility.

7.2 Sustainable design and materials

7.2.1 Contractors should prioritise structural components made from recyclable materials, such as aluminium and sustainably sourced timber.

7.2.2 Fabric coverings should be flame retardant in accordance with BS standards and, where possible, selected for low environmental impact and recyclability.

7.2.3 Modular designs that support reusability, repairability, and component interchangeability are to be preferred to reduce material waste over the structure's lifecycle.

7.3 Waste management

7.3.1 Waste generated during erection, use, and dismantling of fabric structures shall be minimised through effective planning and responsible disposal.

7.3.2 Every crew member has a duty of care to dispose of their waste responsibly. Breaches in waste legislation can result in fines, prosecutions and reputational damage.

7.3.3 Materials such as packaging, off-cuts, and worn components should be separated on-site and directed to appropriate recycling or reuse streams.

7.3.4 All hazardous waste (e.g. oily rags, chemicals, batteries, solvents and any container which holds such substances or remnants of these substances) must be stored securely and segregated from general waste. Electrical waste (WEEE) must also be segregated.

7.3.5 Reusable equipment and materials should be maintained and refurbished where feasible, in preference to disposal and replacement.

7.3.6 All waste must be stored securely, and disposed of at a registered site. If you transport your own business waste you must ensure you hold a valid Waste Carriers Licence issued by the Environment Agency. All such waste must be either taken back to your work depot or to a registered commercial waste facility for ongoing waste processing in accordance with legislation.

7.3.7 Movements of waste must be accompanied by a Waste Transfer Note. It is your responsibility, as the waste producer, to ensure that all Waste Transfer Notes are correctly completed and that all waste licenses and permits are valid.

7.3.8 For non-hazardous waste, Waste Transfer Notes must be retained on file for two years. For hazardous waste, a special type of Waste Transfer Note called a Consignment Note, must be kept on file for three years.

7.4 Pollution prevention and spillage control

7.4.1 Every crew member is responsible for preventing hazardous spillages on site and at their premises. Discharging fuel, oil or water containing fuel/oil into drains or watercourses is illegal, clean-up costs are high and the long-term environmental damage is substantial.

7.4.2 Best practice includes:

a) Carrying and training in use of spill-kits.
b) Collection of the contamination material in the hazmat bag and its responsible disposal.
c) All plant operators should attend their vehicle refuelling.
d) All fuel/oil storage drums should be bunded up to 125% of capacity and kept locked when not in use.
e) Neither ignore a spillage or hose down a spillage, your own or a third party's; always report it to the client's representative.

7.5 Energy efficiency

7.5.1 Energy-efficient lighting, such as LED systems, shall be used where lighting is supplied by the contractor.

7.5.2 Where practicable, heating and cooling systems should be selected for efficiency and low emissions. Indirect heating with properly ducted exhaust systems is preferred.

7.5.3 Contractors are encouraged to explore and implement renewable or low-carbon energy solutions, including battery systems and biodiesel generators.

7.6 Transport and logistics

7.6.1 Transport planning should optimise vehicle loads and routing to reduce fuel consumption and emissions.

7.6.2 The use of fuel-efficient, low-emission or electric vehicles is recommended, subject to availability and operational requirements.

7.7 Client and site considerations

7.7.1 Contractors should advise clients on sustainable options, including the selection of low-impact materials and energy-saving features.

7.7.2 Sites should be selected to avoid ecologically sensitive areas where possible and make use of existing infrastructure to minimise environmental disturbance.

7.8 Training and compliance

7.8.1 Environmental awareness should be included in staff induction and ongoing training programmes.

7.8.2 Contractors should stay up to date with applicable environmental legislation and maintain records as part of a broader environmental management plan.

7.8.3 Adoption of environmental management systems such as ISO 14001 and ISO 20121 is strongly encouraged and should be considered evidence of best practice.

A Annex A – Checklists

A.1 Annual check on equipment

Note: These checks should be undertaken as a minimum. Additional checks may be required by the equipment manufacturer's recommendation. The results should be recorded in a permanent form.

A.1.1 Woodwork shall be structurally sound - splits or major cracks to be bound, clamped or filled and a suitable stress graded test should be initiated and failures discarded accordingly.

A.1.2 All ropes shall be checked for fraying and anything with over 20% fraying shall be discarded.

A.1.3 All roof and wall covers shall be checked for tears and repaired in accordance with the manufacturer's recommendations.

A.1.4 All repairs to load bearing structural members shall be according to manufacturer's instructions or certified by a qualified structural engineer.

A.1.5 All wire rope shall be checked for fraying and thimble loop integrity.

A.1.6 All purlins shall be checked to ensure that they are straight.

A.1.7 All brackets shall be checked to ensure that they are sound and secure.

A.1.8 All riveted connections shall be checked for soundness.

A.1.9 All non-galvanised steel shall be checked for sign of corrosion.

A.1.10 All welds shall be checked for cracks.

A.1.11 All extruded sections shall be checked for kinking or bowing.

A.1.12 Safety wires on all ridge poles shall be checked for soundness and secure fixing.

A.2 Recommended minimum checklist for assembled structures

1	All aspects of the final structure are at a safe distance from power lines and other hazards	
2	Anchorages are suitable for the purpose and soil condition and are holding fast	
3	Bracing wires/bars on roof and walls are in place and adequately tensioned [1]	
4	All ropes, including wire ropes, are in position and tensioned	
5	Fabric is tensioned and not prone to ponding	
6	Emergency exits are in place, operating correctly and are without obstruction (minimum of two for tents holding 50 or more people)	
7	Escape routes are clear of obstruction	
8	Exposed ropes and stakes adjacent to exits and entrances are marked and/or roped off	
9	All locking pins and bolts are in place and secure	
10	All structural supports are without cracks or significant dents and not overstressed	
11	Eaves connection joints are securely locked	
12	No unrepaired tears in fabric are present	
13	Flooring is evenly laid and there are no tripping points	
14	Carpet and other floor covering is securely fixed so as to minimise the risk of tripping	
15	Roof lining does not drop significantly below eaves	
16	All timber uprights and ridges are free from splits that are likely to cause failure. [2]	
17	Walls are securely pegged and/or secured	
18	A pole tent has a full complement of side uprights, anchor stakes, pulley blocks and guy ropes	
19	The main upright(s) is/are independently guyed where appropriate.	
20	Suspended weights are evenly distributed and do not overload the structure; no excessive weights suspended from roof beams, ridges etc.	
21	Flame retardant labelling is in place on every panel	
22	Final all-round visual check to satisfy that tent is erected securely	

[1] Generally two per gable/adjacent bay roof and two per gable/adjacent bay walls. Intermediates for structures over six bays as above.

[2] 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.

A.3 Recommended minimum checklist for sales staff (client awareness)

A.3.1 Access and exit for the public including disabled, emergency vehicles and equipment. Stakes and ropes can present a tripping hazard and members of the public and staff should as far as possible be kept away from areas where such dangers are present; the use of fences or other barriers is recommended. Where this cannot be achieved, the contractor can protect stake heads with padding (see below).

A.3.2 The proximity of surrounding buildings and vegetation and other fire risks in relation to the spread of fire.

A.3.3 The need for a telephone (to call emergency services).

A.3.4 Availability of mains services.

A.3.5 The slope or unevenness of the ground.

A.3.6 The client must notify contractor of the position of underground services or overhead cables, which may present hazards during the install or use of the fabric structure.

A.3.7 If underground services or overhead cables cross sites where fabric structures are to be erected, the client shall first obtain appropriate advice from the service company concerned.

A.3.8 For larger events, it is recommended that an outline site plan of all structures should be prepared by the client showing the position of all entrances and exits, generator equipment, vehicles etc. It should be kept up to date on the site and be readily available for inspection. The plan should be agreed by the licensing authority, following consultation with the fire authority, having regard to occupancy, use, position and other factors relevant to safety. It should not be altered without reference to the licensing authority. The fabric structure supplier should be furnished with the latest copies of such a plan.

A.3.9 The site should be arranged so as to allow for adequate means of access by fire fighting appliances to within 50 metres of any part of the structure. Access routes should be not less than 4 metres wide, should have no overhead structure or cable less than 4.5 metres above the ground and should be capable of taking the weight (about 12.5 tonnes) of fire fighting appliances in all weathers. Emergency vehicle routes within the site should be kept clear of obstruction at all times.

A.3.10 Access to hydrants and other water supplies should not be obstructed or obscured.

A.3.11 There must be at least 6 metres between fabric structure establishments.

B Annex B – Occupancy

B.1.1 If the maximum use is to be made of a fabric structure, the available exits should be of sufficient number and width to permit safe evacuation of the calculated occupant capacity. Where existing exits are not sufficient, there are two courses of action open to occupiers or to the enforcing authorities. The most satisfactory arrangement is the provision of additional exit capacity by means of either more or wider exits. The other course is to limit the number of people admitted to the fabric structure to that which the exits can serve, provided that the number of persons can be controlled to prevent overcrowding. Regard should also be given to the needs of disabled persons.

B.1.2 The calculated occupant capacity of the premises, or any part thereof, should be determined:

a) in areas where fixed seating is provided.
b) if individual seats, by the number of such seats, and;
c) if bench seats or similar continuous seating, by dividing the total width of such seating by 450 mm.
d) in other areas (including standing areas occupied together with fixed seating) by dividing the floor area in metres squared by the relevant occupant load factor given in the table below. Toilets, stairways enclosures and similar areas are excluded;
e) in the case of other room or floor not covered in the table below, by the number of persons the room or floor is designed to hold.

B.1.3 The occupant load factor should not normally exceed the factors set in Table 3.

Table 3 – occupant load factor

Use of room or floor	Occupant load factor (m^2 per person)
Area for standing	0.3
Amusement arcade, assembly hall, bingo hall, club concourse, crush hall, dance hall, venue for pop concert and like occasion, queuing area	0.5
Bar	*0.3 to 0.5
Bowling alley, billiard room	9.3
Conference room, dining room, restaurant	*1.0 to 1.5
Studio (radio, film, television, recording)	1.4
Common room i.e. a lounge, reading room, staff room, waiting room	1.0

**depending upon the amount of seating and tables provided*

B.1.4 Where premises have a multi-purpose use then the occupant load factor should be the one for the most onerous of the uses.

C Annex C – Exits

C.1.1 This annex is reproduced, with minor amendments, from the Home Office "Guide to Fire Precautions in Places of Entertainment and Like Premises" with the permission of the Controller of Her Majesty's Stationery Office.

C.2 Occupancy calculations – relevant factors

One unit of exit width	525 mm
Rate of discharge per minute through one unit	40 persons
Maximum permissible calculated evacuation time - Class C buildings	2 minutes
Occupant load factor	See table in Annex B
Floor area in metres^2	
Number of persons	Floor area in metres^2 ÷ Occupant load factor

C.2.1 With these factors it is possible to calculate the number of units of exit width and subsequently the number and width of exits required for a given number of persons:

Number of units of exit width	Number of exits
U = N ÷ (40 x T) Where N = Number of persons T = Time factor in minutes (2 for marquees) U = Number of units required Where a decimal of 0.3 or over results, the next whole number is used.	E = (U ÷ 4) + 1 Where E = Number of exits or stairs required Where a decimal of 0.75 or over result, the next whole number is used.

Note: It is assumed that one exit will not be available for an evacuation.

C.3 Occupancy calculation – example

C.3.1 This example demonstrates the use of rounding up (or down) as the case may be; it also brings into use the variable occupant load factors for bar areas where seating is provided.

C.3.2 Question: What are the exit requirements for a fabric structure (class C building) used as a dance hall?

C.3.3 The dance floor area is 420m2, and the bar area is 60m2 of which 30m2 has tables and chairs.

C.3.4 To arrive at the answer you need to complete the following three calculations:

1. Work out the number of people that the floor area will accommodate:

   a) The dance floor will accommodate: 420 ÷ 0.5 = 840 persons

   b) The bar will accommodate: 60 ÷ 0.4 = 150 persons

   Total occupancy = 990 persons

2. Work out number of units (U) of exit width required:

   The number of units (U) of exit width is calculated as

   follows: U = N ÷ (40 x T) = 990 ÷ (40 x 2) = 12.375

   units

   Note: As 0.375 units attracts the rounding up rule, the total is rounded up.

   Total units of exit width = 13

3. Work out number of exits required:

   The number of exits (E) required is calculated as follows:

   E = (U ÷ 4) + 1 = (13 ÷ 4) + 1 = 4.25 exits

   Note: As 0.25 is less than 0.75, it does not attract the rounding up rule.

   Total number of exits required therefore = 4

Answer: A minimum of 4 exits comprising not less than 13 units of exit width.

Note: This may be achieved by having 3 exits of 3 units each and 1 exit of 4 units OR 2 exits of 4 units each plus 1 exit of 3 units and 1 exit of 2 units.

Note: Further to this calculation, it is good practice to allow for an additional fire exit, on the assumption that one may be inaccessible in the event of an emergency.

D Annex D – Working at height

D.1.1 This Annex gives guidance on the safe erection, fitting out and dismantling of structures where working at height is involved.

D.2 Legislation

D.2.1 The UK's Work at Height Regulations 2005 implement the European Temporary Work at Height Directive.

D.2.2 They require those with responsibility for work at height to ensure that The Regulations Hierarchy is followed, namely:

a) Work at height is avoided where possible.
b) Where work at height cannot be avoided, work equipment or other measures are used to prevent falls.
c) Where the risk of fall cannot be eliminated, work equipment or other measures are used to minimise the distance or consequences of a fall.

D.2.3 The responsibilities of duty holders include ensuring that:

a) All work at height is properly planned and organised.
b) All work at height takes account of weather conditions that could endanger safety.
c) Those involved in work at height are trained and competent.
d) The place where work at height is done is safe.
e) Equipment for work at height is appropriately inspected.
f) The risks from fragile surfaces are properly controlled; and
g) The risks from falling objects are properly controlled.

D.3 Planning (Regulations 4, 6 (1) and 6 (2))

D.3.1 Design and selection of equipment

D.3.1.1 You must avoid work at height whenever possible; is it safe and reasonably practicable to carry out some of the work in other ways? It may be considered reasonable for you to make some modifications to the equipment or to the method of work in order to achieve this. This should include looking at future designs to see whether the need to work at height can be designed out but also reviewing existing equipment to see where design modifications can be made to reduce the need to work at height.

D.3.2 Project planning

D.3.2.1 For every project a risk assessment needs to be conducted. A site survey is an integral part of this process. The survey must include site-specific conditions such as vehicle access, ground conditions (including underground features) and overhead hazards such as power lines, trees etc. Specific method statements are generally produced by adapting a standard template.

D.3.2.2 The correct selection of equipment for the specific site conditions is a vital part of project planning.

D.3.2.3 Where a fabric structure is erected on a raised scaffold platform, where practicable, the scaffold should be boarded out by the scaffold contractor before work on the structure itself begins; where this is not reasonably practicable collective fall arrest measures such as safety nets may be employed.

D.3.2.4 Liaison with client and other contractors requiring access to the fabric structure should be established to ensure that responsibilities for safety are understood and acted upon.

D.3.3 Emergency planning

D.3.3.1 The Regulations require you to have a plan for emergencies and rescue. Effort should be in proportion to the risk and should cover reasonably foreseeable situations such as a user stranded in equipment (e.g. MEWPS and deployed fall arrest equipment). You need a plan in place to deal with these situations and workers should be trained in the procedures together with any rescue equipment which may need to be used. It will not generally be sufficient to rely on the Fire and Rescue Service.

D.4 Weather (Regulation 4 (3))

D.4.1 Every employer shall ensure that work at height is carried out only when the weather conditions do not jeopardise the health or safety of persons involved in the work. If weather conditions pose a threat to health and safety, stop work (e.g. risk of being blown off or slipping due to ice).

D.5 Training (Regulations 5 and 6 (5) (b))

D.5.1 You must do all that is reasonably practicable to ensure that everyone involved in the work is competent; or, if they are undergoing training, are supervised by a competent person. Although a competent person is not defined in these regulations, it is generally accepted that a competent person is a person who can demonstrate that they have sufficient professional or technical training, knowledge, actual experience and authority to enable them to carry out their assigned duties at the level of responsibility allocated to them.

D.5.2 Where other precautions do not entirely eliminate the risk of a fall, you must (as far as is reasonably practicable) train staff on how to avoid falling and how to minimise injury in the event of a fall.

D.6 The place where work is done (Regulations 6 (4), 6 (5), 7, 8 and 12)

D.6.1 Where it is essential for work to be carried out at height, both the access to the work position and the position itself must, so far as is reasonably practicable, be safe and have features to prevent a fall.

D.6.2 If the position in which work at height is done lacks inherent safety features to prevent falls (see above), it will be necessary to provide sufficient suitable equipment to prevent a fall, or, to the extent that this is not reasonably practicable, to minimise the distance and consequences of a fall. You are required to use the most suitable equipment and to give priority to collective measures (such as safety nets) over personal protection (such

as fall arrest harnesses) – but note that this priority is only where the measures being compared are in the same level of the Regulations Hierarchy.

D.6.3 There are specific requirements in the Regulations for particular types of equipment:

Table 4 – Regulations specific to different equipment types		
Schedule	**Part**	**Equipment**
1		Existing places of work and means of access
2		Guard rails, barriers etc.
3	1	Working platforms
3	2	Additional requirements for scaffolding
4		Collective fall arresting equipment, eg: nets and airbags
5	1	Personal fall protection equipment
5	2	Additional requirements for work positioning systems
5	3	Additional requirements for rope access and positioning techniques
5	4	Additional requirements for fall arrest systems
5	5	Additional requirements for work restraint systems
6		Requirements for ladders

D.6.4 You should consider whether it is reasonably practicable to provide equipment such as guard rails or barriers to prevent falls at each stage of the work, if necessary by modifying the structure itself or the method of work.

D.6.5 Equipment which has been successfully used in the industry to minimise the distance and consequences of a fall includes fall bags and fall arrest harnesses. Fall arrest harnesses, of course, require suitable attachment points (see also schedule 5 part 4 of the regulations) and providing for these may not be reasonably practicable in every case; in others, there may be a requirement for modification of the structure or of the method of work.

D.6.6 Whatever methods are adopted, it is important to take all reasonably practicable measures so that the necessary equipment is not removed or dismantled (for example to allow access by other contractors) until it is safe to do so. At the point of hand-over, you should communicate effectively with the client the importance of not tampering with the structure. A handover pack has been found to be a practicable method of achieving this.

D.7 Inspection (Regulations 12 and 13)

D.7.1 You must ensure that both the place where work is done (see schedule 1) and any safety equipment provided (covered by schedules 2-6) is inspected at suitable intervals. You should additionally inspect the structure in the event of adverse weather conditions.

D.7.2 You must ensure, before using any equipment which has come from another business, and before any equipment leaves your business, that it is accompanied by a visible indication that the last inspection has been carried out.

D.8 Fragile surfaces (Regulation 9)

D.8.1 You must ensure that no one working under your control goes onto or near a fragile surface (such as asbestos cement or plastic skylights) unless this is the only reasonably practicable way for the work to be carried out safely. If anyone does work on or near a fragile surface you must, so far as is reasonably practicable, provide suitable equipment

D.9 Falling objects (Regulations 10 and 11)

D.9.1 Where it is necessary to prevent injury, you must do all that is reasonably practicable to prevent anything falling. You must prevent anything being thrown or tipped from height if it is likely to cause injury and you must prevent anything being stored in such a way that its movement is likely to injure anyone.

D.9.2 Any areas of the site where there is a danger of injury from falling objects or persons must be clearly marked and, so far as is reasonably practicable, unauthorised access must be prevented.

E Annex E – MUTA skills cards

E.1 The basics

E.1.1 MUTA members can order skills cards through the members' website. A skills card is designed to promote the competencies of each individual by displaying their driving licences, qualifications and types of tents operated.

E.1.2 A MUTA skills card can be used to promote that a member has successfully completed a StructureSafe course subject to the logo being present on the card.

E.1.3 Employers can accredit staff as site supervisors, foremen or crew members as appropriate. A description of each card type is shown below:

Table 5 – job descriptions for skills cards

Card type	Description
Site supervisor	A site supervisor is someone that would not only run a crew, team, and oversee the erection of various tent, marquees or temporary structures but can also have input into the planning of jobs and can train new staff.
Forman	A foreman can be qualified based on skills, experience and knowledge can only do so through accreditation by their employer, or if necessary on submission of a CV/work experience. Or alternatively, applicants who hold a NVQ Level 3 Qualification in Temporary Structures can automatically be classified as a foreman.
Crew	Crew, team or group employees can receive this accreditation from their employer based on their CV/work experience.

E.1.4 The card is valid for three years, and can be renewed when requested by a member.

E.2 Card details

E.2.1 The front of the card contains:

a) Photo ID.
b) Employee name.
c) Company name.
d) Card type.
e) Tent types.
f) Driving licenses (DVLA codes).
g) Qualifications.
h) Issued date.
i) Expiry date.
j) MUTA logo.

E.2.2 The back of the card contains coding for tent types and qualifications.

F Annex F – Code of Practice

F.1 Foreword

F.1.1 Founded in 1919, MUTA is the UK's only trade association for marquees, tents and temporary structures.

F.1.2 MUTA approves all potential prospective hirer members and annually audits them against set criteria to ensure they reach the high standards expected of a MUTA member. This Code applies to all UK based MUTA members.

F.1.3 The purpose of this Code is to ensure that all MUTA members trade in a fair and reasonable manner.

F.1.4 In the event of any dispute, MUTA has developed procedures which should be followed to enable members to resolve customer complaints quickly and fairly. If this fails, then MUTA offers a mediation service to help reconcile the member with its customer(s). If a reconciliation cannot be reached, then MUTA will assist the member and the customer in finding a suitable arbitrator.

F.1.5 Compliance with this Code is mandatory for all members of MUTA. As with any Code, this document does not explicitly cover every situation which may arise, but members are expected to adhere to the spirit as well as the letter of this Code at all times. There is a range of disciplinary procedures and sanctions built into this Code, including expulsion for persistent and serious breaches.

F.1.6 Only bona fide members may use the MUTA logo in their promotional material. You may check a company is a member of MUTA by visiting our website.

F.1.7 Developing hirer members are not considered bona fide members and therefore the requirements of the Code do not apply.

F.1.8 Nothing contained in this Code affects the contractual or statutory rights of the member or the customer. For further information about your statutory rights contact your local Trading Standards Department or Citizens Advice Bureau.

F.2 Membership categories

F.2.1 MUTA has the following membership categories:

a) Full hirer membership shall be open to any applicant substantially engaged in the hire of tents, marquees and similar temporary demountable structures. Full hirer members are audited annually. Subscription fees for full hirer membership are determined by the number of employees.
b) Developing hirer membership shall be open to any applicant who is engaged in the hire of tents, marquees and similar temporary demountable structures. The applicant shall have been engaged in the business so defined for less than twelve months. Developing hirer members are not audited and therefore cannot claim to be an accredited hirer member.

c) Supplier membership shall be open to any applicant involved in the design, manufacture, or supply of tents, marquees and similar temporary demountable structures, and of component parts of such structures. This category is also open to any applicant engaged in activities connected with tents, marquees and similar temporary demountable structures other than those described above, e.g. cleaning, repairing, erecting, auditing, testing or selling or equipment or services to the industry.
d) Crewing agency membership shall be open to any applicant involved in provision of agency crew for the temporary demountable structures industry.
e) Venue membership shall be open to any applicant who owns or hirers tents, marquees and similar temporary structures. An applicant could be a showground, wedding venue, festival site, racecourse, hotel, restaurant or pub or another similar organisation.

F.2.2 Applications for membership shall be made using the process as prescribed by the Committee of the Association. With the exception of prospective developing hirer members, all applicants for membership must have been in the aforementioned businesses for a minimum of two years prior to the time of application during which time their trading practices should have been consistent with the requirements of the Code.

F.2.3 The business of members of the Association shall be conducted from bona fide business premises, or if operated from a domestic property shall pay appropriate business rates or have a letter of exemption.

F.2.4 All applicants for full hirer membership will be subject to an audit. Only after these checks have taken place can the application be considered by the Association's Committee which must be entirely satisfied with the applicant's suitability.

F.2.5 Details of all applicants will be circulated to all members of the Association. All applicants shall be subjected to a credit status check.

F.2.6 All members shall agree to abide by the Code which shall be agreed from time to time by the Committee. Should the Code be amended by the Committee it will supersede any previous Code and becoming binding on members. The Code will be ratified at the next Annual General or Extraordinary General Meeting of the Association.

F.2.7 A separate Code of Practice, in addition to the one prescribed in this document, is in place for crewing agency members.

F.3 Standard of service

F.3.1 Members must be clear and open in their dealings with customers. They must not knowingly misrepresent facts to a customer. Members must at all times behave with honesty and integrity.

F.3.2 Members shall:

a) Comply will all relevant statutory and regulatory requirements and ensure that their staff are aware of such requirements.
b) Ensure all members of staff are aware of this Code and how its terms apply to them.
c) Carry out all work to the standards reasonably expected from a specialist
d) Ensure that customers are made aware of their rights and this Code are given all the help and advice they may reasonably require.

F.4 Standard of workmanship and safety

F.4.1 Members must take all reasonable steps to ensure the safety of employees and members of the public and carry adequate third party public and product liability insurance.

F.4.2 Members shall observe a good standard of workmanship and any goods or materials supplied or hired by it shall be of appropriate quality. All workmanship and materials shall comply with the requirements of the contract and shall be to the reasonable satisfaction of the client for whom the work is performed.

F.4.3 Members shall check all their own work and shall ensure that all work is of a professional standard and carried out in a safe and timely manner (subject to the constraints of weather). When agreed between the supplier and customer, the goods shall be supplied in accordance with the relevant British, European and/or International Standards.

F.5 Advertising and social media use

F.5.1 All advertisements and promotional activity must be clear, legal and truthful. Advertisements must not be misleading or create a false impression even if everything stated is literally true. It must comply with all relevant legislation.

F.5.2 Promotional activity includes but is not limited to; websites, brochures, blogs, social media, exhibitions stand and e-shots.

F.5.3 Advertisements should not unfairly attack or discredit other products, services, advertisers or advertisements directly or by implication.

F.5.4 Where a member uses an additional or alternative trading name, all advertising and marketing material must clearly show the link with the members' name registered with MUTA.

F.6 Competition

F.6.1 Members shall not engage in price-fixing, market-sharing or any other unlawful anti-competitive practices restrictive to trade.

F.7 Training

F.7.2 Members shall demonstrate a positive commitment to training and shall ensure that all operatives, supervisors, office staff and managers are fully trained in all aspects of work relevant to standards, safety and efficiency.

F.8 Employment

F.8.1 Members shall take all reasonable measures to ensure the welfare and stability of employment of all employees and shall fulfil all legal and other duties as an employer including maintaining adequate employer's liability insurance.

F.8.2 Members shall not discriminate unlawfully or improperly in any aspect of employment.

F.8.3 Members are responsible for the conduct of their staff, employees, directors, partners, agents and those connected with their business. It is the member's responsibility to ensure that each and every person within their organisation conducts themself appropriately and does not breach the terms of this Code.

F.8.4 A breach by any person connected with the member will be treated as though it was a breach committed by the member itself and will be dealt with accordingly.

F.9 The contract

F.9.1 Members shall provide customers with clear descriptions of the goods and/or services to be provided and use fair and plain contract conditions which clearly set out the rights and obligations of each party.

F.9.2 The contract must comply with all relevant statutes and legislation.

F.9.3 The contract must:

a) Show the name and address of the member;
b) Describe the goods and/or services to be provided;
c) Provide clear information on timescales etc;
d) Describe the terms of payment;
e) Identify any additional charges which may arise;
f) Draw the customer's attention to any unusual features of the contract;
g) Provide a full set of the member's terms and conditions; and
h) Incorporate an acceptance by the customers of the terms.

F.9.4 A member may not cancel or significantly alter a contract after it has been entered into without informing the customer of the changes (including any alteration in price) and giving them the opportunity to withdraw from the contract.

F.9.5 Members must have regard to current legislation and statute governing relevant consumer and commercial contracts and regulatory bodies.

F.10 Sub-contracting

F.10.1 Where the member company sub-contracts any of its work it shall ensure that its sub-contractor is a competent and bona fide company with all appropriate insurance cover and shall also ensure that the sub-contractor complies with this Code of Practice. The member shall act with fairness and integrity in all its dealings with its sub-contractors.

F.11 Complaints, disputes and claims

F.11.1 Members must have in place responsive and user-friendly procedures for dealing with customer complaints.

F.11.2 Members must ensure that all employees are instructed in the handling of complaints. Employees should adopt a friendly and positive approach towards resolving a complaint.

F.11.3 Members must ensure that all staff have the name and contact details of the person to whom complaints are to be referred to within their organisation.

F.11.4 All members shall maintain a record of complaints and their resolutions. This should be made available for MUTA to audit whenever MUTA so requests.

F.11.5 Members shall co-operate with customers, their advisors and MUTA in the resolutions of complaints.

F.11.6 In the event of a dispute which cannot be resolved either the customer or the member may refer it to the free mediation service offered by MUTA. All members must co-operate with MUTA's mediation service.

F.11.7 If a dispute cannot be settled by the mediation service, MUTA will assist the parties to appoint an independent arbitrator to settle the dispute. Member's co-operation with any appointed arbitrator will be mandatory. The arbitrator will charge a fee and MUTA may ask either or both parties to pay a deposit in relation to the arbitrator's fees before making such arrangements.

F.12 Infringement and enforcement

F.12.1 MUTA will consider and if appropriate investigate alleged breaches of this Code by a Disciplinary Committee. The Disciplinary Committee shall consist of at least three members of the Executive Committee and may allow members with relevant experience to form part of such Disciplinary Committee.

F.12.2 No member shall be allowed to form part of the Disciplinary Committee if they are materially a party to or involved with the alleged breach or if there is an apparent conflict of interest with any party involved.

F.12.3 The Disciplinary Committee will carry out its investigation in accordance with MUTA's Investigation and Disciplinary Procedures.

F.12.4 In addition to the ability of members and non-members to bring complaints to MUTA or to report alleged breaches of the Code, if MUTA believes that any member is infringing this Code it shall be entitled to investigate accordingly and commence disciplinary proceedings on its own account.

F.12.5 The Disciplinary Committee shall notify the member of any allegation made against them at least 28 days before its meeting and will state whether or not the alleged breach requires any action to be taken.

F.12.6 If the member notifies MUTA within 14 days of the receipt of the written confirmation of the decision of the Disciplinary Committee that he they does not accept that decision then the matter will be referred to an independent arbitrator who shall be agreed between the parties or, if agreement has not been reached within 7 days, who shall be appointed using the Centre for Effective Dispute Resolution (CEDR) or, in the event that CEDR no longer exists or is capable of appointing an arbitrator, such other organisation with similar objectives. The costs of such arbitration shall be borne by MUTA in the event that the member is found not to have breached the Code and by the member in all other cases or in such other proportions as the arbitrator shall otherwise determine. The decision of the arbitrator shall be binding on both parties.

G Annex G – References

G.1 Guidance documents

Temporary Demountable Structures – Guidance on Design, Procurement and Use, published by the Institute of Structural Engineers

Status: Fourth edition (2017)

Fire Safety Risk Assessment – Open Air Events and Venues, published by the Home Office

Status: Published 2007, updated 2023

Fire Safety Risk Assessment – Small and Medium-Sized Places of Assembly, published by the Home Office

Status: Published 2006, updated 2024

Technical specification 43-8 Issue 5 Overhead Line Clearances, published by the Energy Networks Association

Status: Published 2019

The Purple Guide, published by the Events Industry Forum

Status: under constant review

Guidance note G47: Managing strong wind conditions, published by MUTA

Status: Published 2021

Guidance note G48: Long-term structural safety, published by MUTA

Status: Published 2021

Guidance note G51: Flame retardancy, published by MUTA

Status: Published 2024

Guidance note 3: CDM Regulations, published by MUTA

Status: Published 2015

Guide to Choosing a Hirer, published by MUTA

Status: Published 2018

G.2 Regulations and Acts

Construction (Design and Management) Regulations 2015

The Health and Safety at Work Act 1974

The Provision and Use of Work Equipment Regulations 1998

Food Hygiene (General) Regulations 1995

Food Safety Act 1990

Terrorism (Protection of Premises) Act 2025

Electricity at Work Regulations 1989

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The Work at Height Regulations 2005

The Safety of Sports Grounds Regulations 1987

G.3 Health and Safety Executive (HSE) publications

L153: Managing health and safety in construction (CDM Regulations 2015)

Date of publication: 2015

HSR25: The Electricity at Work Regulations 1989

Date of publication: 2015

GS50: Electrical safety at places of entertainment

Date of publication: 2017

GS6: Avoiding danger from overhead power lines

Date of publication: 2013

Working safely near overhead electricity power lines – AIS8 (rev3)

Date of publication: 2012

HSG150: Health and safety in construction

Date of publication: 2006

HSG47: Avoiding danger from underground services

Date of publication: 2014

HSG144: The safe use of vehicles on construction sites: A guide for clients, designers, contractors, managers and workers involved with construction transport

Date of publication: 2009

INDG401: Working at height

Date of publication: 2014

INDG143: Manual handling at work

Date of publication: 2020

Fairgrounds and amusement parks: Guidance on safe practice

Date of publication: 2017

G.4 Standards

BS 13782:2015 Temporary structures – Tents – Safety

BS 799-5:2010 Oil burning equipment. Carbon steel oil storage tanks

BS EN ISO 105-B03:2017 Textiles. Tests for colour fastness – Colour fastness to weathering: Outdoor exposure

BS EN ISO 9554:2019 Fibre ropes. General specifications

BS EN 16732:2015 Slide fasteners (zips). Specification

BS 3424-0:2000 Testing coated fabrics

BS EN 13157:2004+A1:2009 Cranes. Safety. Hand powered cranes

BS 4736:1985 Method for determination of dimensional changes of fabric induced by cold water immersion

BS 4790:1987 Specification for determination of the effects of a small source of ignition on textile floor coverings (hot metal nut method).

BS 4881:1993 Specification for polypropylene film cords, lines and wires.

BS EN ISO 2307:2019 Fibre ropes. Determination of certain physical and mechanical properties

BS 5266-1:2016 Emergency lighting – Code of practice for the emergency lighting of premises

BS 5287:1988 Specification for assessment and labelling of textile floor coverings tested to BS 4790.

BS 5438:1976 Methods of test for flammability of vertically oriented textile fabrics and fabric assemblies subjected to a small igniting flame

BS 5499-4:2013 Safety signs. Code of practice for escape route signing.

BS 5499-10:2014 Guidance for the selection and use of safety signs and fire safety notices.

BS 5651:1978 Cleansing and wetting procedures for use in the assessment of the effect of cleansing and wetting on the flammability of textile fabrics and fabric assemblies.

BS 5867-1:2004 Textiles and textile products. Curtains and drapes - General requirements.

BS 5867-2:2008 Fabrics for curtains, drapes and window blinds - Flammability requirements. Specification.

BS EN 13501:2018 Fire classification of construction products and building elements

BS 5975-1:2024 Temporary works – Management procedures for the control of temporary works. Code of practice

BS 5975-2:2024 Temporary works – Falsework: Design and implementation. Code of practice

BS 7157:1989 Method of test for ignitability of fabrics used in the construction of large tented structures.

BS 7837:1996 Performance levels of fabrics used in the construction of marquees and large tents when subjected to the test procedures in BS 5438.

BS EN 179:2008 Building hardware. Emergency exit devices operated by a lever handle or push pad, for use on escape routes. Requirements and test methods.

BS EN 1125:2008 Building hardware. Panic exit devices operated by a horizontal bar, for use on escape routes. Requirements and test methods.

BS EN 1991-1-4:2005+A1:2010 Code of practice for wind loads.

BS EN 12811-1:2003 Temporary works equipment. Scaffolds. Performance requirements and general design.

BS EN 14119:2003 Testing of textiles. Evaluation of the action of micro fungi.

BS 30417:2015 Provision of inclusive personal protective equipment

ISO 9001:2015 Quality management systems

ISO 45001:2018 Occupational health and safety management systems

ISO 14001:2015 Environmental management systems

ISO 20121:2014: Event sustainability management systems

H Acknowledgements

H.1 MUTA gratefully acknowledges the contributions, expertise and support of numerous organisations and individuals who assisted in the development and review of this Best Practice Guide.

H.2 Particular thanks are extended to the Health and Safety Executive (HSE) for their continued collaboration and constructive input, helping to ensure the guidance aligns with current health and safety legislation and best practice principles.

H.3 Thanks to the Association of Show and Agricultural Organisations (ASAO), whose members have provided practical insight from the perspective of agricultural and outdoor events across the UK.

H.4 Thanks to the Energy Networks Association (ENA) for their technical guidance on safe working distances and electrical safety in relation to overhead and underground power networks.

H.5 Thanks to the Advisory Group on Temporary Structures (AGOTS) have contributed through consultation and the sharing of knowledge and engineering insight.

H.6 Thanks to the United Kingdom Crowd Management Association (UKCMA) for their input on Martyn's Law.

H.7 Thanks to the Events Industry Forum (EIF) for their insights and support in the development of the guide.

H.8 MUTA acknowledges and thanks the Event Structures Industry Training Scheme (ESITS) for their valued partnership and support.

H.9 MUTA's Executive Committee and the wider membership are thanked for their time, technical expertise, and ongoing commitment to raising standards within the temporary structure and events industry. Their feedback and real-world experience continue to ensure that this guide remains both practical and authoritative.

I Disclaimer

I.1 This Best Practice Guide has been prepared by MUTA to provide general guidance to those involved in the supply, installation, and management of temporary demountable fabric structures. The guidance, references, and standards cited within were current and applicable at the time of publication.

I.2 While every effort has been made to ensure accuracy, legislation, standards, and best practice guidance are subject to change. Users of this document should verify that any referenced materials remain up to date and consider their own specific circumstances, contractual obligations, and legal responsibilities when applying the guidance.

I.3 This document is not a substitute for professional or legal advice, nor does it remove the duty of employers, contractors, or clients to comply with applicable health and safety legislation and to carry out suitable and sufficient risk assessments relevant to their operations. MUTA accepts no liability for any loss or damage arising from reliance on the information contained within this guide.

I.4