

Imperial College London

**FIRE SERVICES
ROOM 174, SHERFIELD BUILDING**

Code of Practice

Revision No: 1
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Event Guide

The purpose of this document is to allow an event to take place on College property without contravention of the Fire Regulations or compromising the safety of any of the attendees at an event.

Venue Configuration

- The desired configuration of the venue should be discussed with and approved by The Fire Office. Advice will be given as to what is possible and the implications it has for the seating capacity of the venue.

Capacity

- The capacity of the venue will depend on type of event, escape routes and number of exits available. The capacity figures given for the venue is **FINAL** and **CANNOT** be exceeded under any circumstances.

Extinguishers

- There may be sufficient extinguishers in or in proximity to the venue. If more are required, it is the responsibility of the organiser to provide them.

Stewards

- Some events may require stewards. Arrangements must be made for sufficient trained stewards to be present during the event.

Special Effects

- Special Effects such as pyrotechnics will require approval and permits from The Fire Office. Applications and arrangements must be made with the Fire Office in advance of the event

Induction

- At the beginning of all events, an induction must be given by the organiser explaining the actions to be taken in the event of fire alarm activation. The induction must include the location of the Assembly Point/s.

Exit Routes

- Exit Routes must be kept clear at all times

Materials that are flammable and are on stage e.g. Paper, cardboard or cloth

- This applies to all materials that are on stage, but not being worn by someone. These materials must be fire proof, that is to say, they do not burn when exposed to a naked flame for five minutes.
- The Fire Office reserves the right to conduct a "Flame Test" on anything that is to be used. Usually an unobtrusive corner of the item is selected for the test, but testing may be carried out on any part, therefore everything must be fire retardant.
- Wooden items that are over one inch thick do not need to be fire-proofed as they are deemed to be inherently fire retardant. Items below this thickness either need to be marked by the manufacturer as inherently Fire Retardant or treated appropriately.
- The Fire Office's decision is **FINAL** and there is **NO** appeal.
- If using cloth that claims to already be fire retardant without further action, the Fire Office needs to see the manufacturer's certificate. The certificate has to be recent or it may not be accepted.

Naked flames

- Naked flames are very rarely permitted, alternatives should be found.
- Should a naked flame be necessary to the event, (e.g. religious reasons), liaise with the Fire Office and the Conference Office **AT LEAST** one month ahead of the event.
- Discussing the issue does not guarantee authorisation to use a naked flame, but the Fire Office may be able to suggest suitable alternatives.

Marquees

Please refer to Code of Practice for Marquees, Tents and Temporary Structures

Seating Arrangements

Seating for any event is to be arranged with adequate gangways to discharge to exits by the most direct route possible.

The numbers of seats in a row are not to exceed 7 where there is a gangway at only one end, or 14 where there is a gangway at both ends of the row. The above numbers may be increased up to 11 and 22 respectively when the normal seatway width of 305mm is increased by 25mm per single seat for one gangway, or pair of seats for two gangways. Seats laid out in theatre style rows for more than 30 people must either be fixed in position or linked securely in rows of not less than 4 seats nor more than 12. All seats on a sloping floor must be fixed in position.

Where more than 250 temporary seats are to be used, they must be secured in the following manner:

- Seats to be linked together in lengths not less than 4, or more than 12.
- Rows of seats flanking gangways to be fixed to the floor. This may be achieved by the use of floor bars extending beyond the row to be fixed, to at least two adjacent rows, but not across gangways. Floor bars are to have a cambered top surface and be no more than 25mm in height.

Gangways are to be not less than 1.5m wide with no projection into the gangway allowed to diminish its width.

Spaces beneath seating must be kept free from combustible materials, especially the accumulation of combustible waste.

General

This list is not exhaustive and The Fire Office reserve the right to implement any requirements it deems necessary in order to protect and secure the safety of occupants in case of fire.

Chief Fire Officer