

# Imperial College London

**FIRE SERVICES**  
**ROOM 174, SHERFIELD BUILDING**

## Code of Practice

Revision No: 3  
Date: 6<sup>th</sup> May 2008

### The Great Hall

#### Requirements of the Fire Office for all users

- All exit doors and escape routes are to be kept clear at all times.
- If pyrotechnics are to be used, prior approval must be sought from the Fire Office and a Hot Works Permit obtained.
- There will be no additional standing or seating in aisles or on steps.
- Any surface run cables must be taped down.
- Cables run across escape routes should be taken over doors rather than run across the floor.
- The escape routes from the stage must be kept clear of all storage and rubbish, cables must be kept clear of exit routes.
- There will be no smoking anywhere in the Hall.
- The Hall and ancillary rooms must be kept clear of rubbish.
- All stewards must be familiar with the use and operation of fire extinguishers, emergency procedures and escape routes

#### 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 1.2m 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.

**Chief Fire Officer**