

**MONITORING DURING EVENT..guidance for safer use of marquees and big tops.**

Event organiser, their agent or local authority representative must sign-off tent upon completion of set up and hand over, otherwise if not handed over this will be done by the tent master as an internal check.

ALL tent users should adhere to all safe working practices. Health, Safety and Welfare is a mutual responsibility.

Additional internal fabrics must be fireproofed to acceptable standards.

Additional facilities and infrastructure must be installed in accordance to their specific requirements.

No changes are to be made to tent structure and fittings without tent master's permission

Prior to any public admittance, pre-checks must be made and checklist signed-off. See separate sheet.

Insurance should be in place for duration of event. .

Weather, ground conditions and tent stability must be continuously monitored.

Extra staking and guying is to be made should conditions arise bearing in mind Bigtopmania Wind Statement. Tent closure should be considered according to arising conditions.

Security and stewarding must be available at all times particularly at times of public admittance.

Public behaviour and arising hazards must be monitored.

No interference with tent by members of the public is allowed.

No climbing within or on the outside the tent is allowed.

Litter must not be allowed to build up and should be regularly removed.

Fire routes and exits must not be obstructed.

An assembly area should be designated in event of evacuation.

Tent capacity must not be exceeded.

A No-Smoking policy is legal for closed tents and is generally advisable, even if walls are removed.