

Hull UK City of Culture 2017

**New Year's Day Fireworks
'In with a Bang'**

30th December 2016 – 3rd January 2017

Event Management Plan

**Prepared by Gary Beestone Ltd on behalf of
Hull UK City of Culture**

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1 Event Summary and Introduction

About Us – Hull UK City of Culture 2017

Hull was announced the winner of UK City of Culture 2017 in 2013. The award is given every four years to a city that demonstrates the belief in the transformational power of culture.

To deliver on this promise, Hull City Council set up Hull UK City of Culture 2017 as an independent company and charitable trust.

The arts and cultural programme for the year will celebrate the unique character of the city, it's people, history and geography. In 2017, the programme will run from 1 January to 31 December. This year will be split into four seasons, each with something distinctive, intriguing and created to challenge and thrill.

We will work with the artists of Hull and celebrate the culture of the city and its place in the wider cultural offer of the North, and make Hull a cultural destination for must-see events. Young people are at the heart of the programme – it is this group who will inherit the longer-term benefits as a result of our focus around Education and Skills. We will give every young person of school age the opportunity to participate in 2017 as well as engage 4,000 volunteers to help deliver the year.

Our opening event on the 1st January 2017 is 'In With a Bang.'

About Us – Gary Beestone Ltd

Gary Beestone Ltd is a production company, managing the event delivery of this opening event and has written and presented this EMP on behalf of Hull UK City of Culture 2017. We seek to work in partnership with the local authorities and with the Safety Advisory Group for Hull City Council to deliver a safe and successful event.

The Event

In with a Bang, is the opening event for the 2017 activities in Hull.

At 20.17 on Sunday 1st January 2017, a firework display will fill the skies above Hull. Set to the sounds of the city it will mark the start of our year in the spotlight. The focus of the event is a family friendly celebration.

The event is ticketed and free to attend, with tickets available to local residents within the area.

The event will comprise of:

- A pre-show of approximately 45 minutes of music and screen content in set positions within the two viewing areas.
- A 12 minute firework display at 20:17.
- Guests are expected to depart at the end of the fireworks and no further entertainment will be provided.

1.1 The Event Location

The event is taking place in Hull City Centre, with two viewing areas to the east and west of the Humber Docks. There will be two barge positions for the firing zones of the pyrotechnics, 300m from the shoreline, and the ticketed viewing areas have been selected and designed for safe crowd management utilising proven event sites and for optimum viewing of the fireworks.

The main events areas include:

Green Viewing Area (ZONE A)

Humber Place
Minerva Terrace
Minerva Pier
Nelson Street

Pink Viewing Area (ZONE B)

Humber Quays
Part section of Island Wharf
Freedom Quay

1.2 Audience Profile and Expected Numbers

The event is free to attend and all audience members must present a ticket to gain access to the site. The marketing and ticketing of the event is being managed by the Hull UK City of Culture 2017 team.

The audience is expected to be a mix of families and mixed age ranges.

The ticket breakdown is as follows:

Area A – Nelson Street: 11,578
Area B – Humber Quays: 15,583

Accessible viewing platform: 30 pre-bookable positions
Accessible area (Minerva Pier) 150 seated capacity

2 General Information: Timings

Event Dates:

Load in: 30th and 31st December 2016

Final checks, rehearsal and event – 1st January 2017

Load out: 2nd January 2017

Load out and Site handover – 3rd January 2017

Event Timings: (subject to change)

Site open – 18:00 (Low level music and holding graphic)

Pre show content – 19:30

Fireworks – 20:17

2.1 Event Infrastructure and Site Design

Site Plan – Please see appendix one

2.2 Fireworks

Titanium Fireworks have been confirmed by the Hull UK City of Culture 2017 team as the appointed supplier for the Fireworks.

Titanium Fireworks are one of the largest fireworks display companies in the UK. Major events they have worked on include: London New Year, Edinburgh's Hogmanay, Commonwealth Games 2014, Trinity May Ball, Kings College and Blackpool Fireworks.

Time of display: 20:17

Duration: 12 minutes.

Location: Two floating barge positions 300m from the shoreline at the Humber Dock Basin. The barges will be spaced 250m apart and are moveable to give flexibility with weather changes on the day of the event.

Firing Zone: Up to 350m high.

Loading and preparation: The barges will be set up by a crew of approximately 20, led by Darryl Fleming at George Dock, 15 minutes by water from the firing zone. The team will be preparing the barges from the 27th December onwards and the barges will be moved into position around 5pm on the day of the event. The barges will be returned to the docks post event and de-rig will be complete on the 2nd January.

Technical Control Position: The control position will be located on the pier near off Nelson Street (see the site plan for further detail) with a clear viewing position of both pontoons and adjacent to the sound control position. The fireworks will be run off pre-recorded music and content.

Contingency Planning and Wind and Weather Management: Once the display detail is confirmed, we will provide a detailed wind management and contingency plan, including crowd management planning for potential delay, postponement or cancellation. A full set of health and safety documentation and RAMS can be found in the appendix of this EMP.

Waterways

Timings

The two pyrotechnic boats will leave George Dock at 17:00, prior to the ferry departure (1 hour travel time to show positions) with arrival to show positions at 18:00, ahead of the 20:17 firing.

Both boats to return to marina post - event, with derig to commence and completion due by the end of day on the 2nd January.

Marina Closure

The Marina will be closed at 16:00 - all boat traffic to arrive well before this time.

Main lock gate (road bridge) to remain closed to watercraft – to maintain emergency pedestrian egress route throughout the event. This will be closed from early afternoon – David Parkinson will confirm time asap.

Exclusion Zone

A 300m exclusion zone will be maintained once boats are in position at 18:00 until the boats have returned to the dock at approximately 21:00. The police have primacy here and will be on patrol between 15:00-22:00 (police rib.)

Rescue and Police

Humber Rescue will be on patrol between Albert Dock and Siemens from 18:00 – 21:00. (2 vessels on the water including one on call lifeboat.)

Marina lockkeepers have confirmed that a member of staff will be on a rib inside marina to assist if anyone was to fall into the water.

Channel 22 – This will be used for all ship to shore communications during the evening of the event. All vessels to also monitor channel 12. (Titanium to monitor 22 during show live.)

Pete Curry will operate the Council's ship to shore radio from the Event Control Centre.

Humberside Police to use pilot boat or Rib (weather dependent) to police the exclusion zone.

Notice to Mariners

This will be Issued on the 1st December for the Humber, Pete Curry has also confirmed an NTM would be issued for the River Hull.

Scale Lane bridge to remain open for pedestrian movement throughout the evening.

Marina Residents

Hull 2017 to provide resident information and access wristbands for residents of the marina inside their event zone – resident notification commencing week of the 21st November

2.3 General Production Infrastructure

Screens

There will be four screens located around the site to show pre-recorded content as part of the pre-show and the Fireworks Display. The site plan shows the positions of where the screens will be located:

- 1: Island Wharf
- 2: Corner of zone b (bottom right near the beacon position)
- 3: Bottom left corner of zone a (bottom of Humber Place)
- 4: Bottom left corner of zone a (Nelson Street)

PA System

Each performance area will be equipped with a PA system suitable for providing appropriate, localised amplified sound, to play pre-recorded music along with pre show screen content and event timecode. DB levels will be discussed with the Environmental Health team and monitored closely onsite during both sound checks and the live event by the Technical Manager.

The plan is to ground support the PA focused on the audience and to avoid tall structures given the exposed location and timing of the event.

Power

Power for each screen and the sound system will be provided either locally from the site itself or via a small fenced diesel generator sited close to the screen with cables run above head height or within cable ramp if on the floor. Cable routes will be planned to avoid high traffic pedestrian areas.

Power for the site is being provided by Siamax following our site electrical protocol.

Barrier and Fencing

The site plan indicates the current proposed layout for barrier and fencing. We have identified several areas with low walls or with close proximity to the water and barrier has been scoped accordingly.

A mix of GT pedestrian barrier, heras fencing and heavy duty barrier has been scoped. Any generators or back of house areas will be protected with heras fencing to restrict access.

Toilets

As duration of the event is relatively short and concessions minimal, existing public toilet facilities will be used with supplementary units provided. Any existing venues who are serving food or drink will look after their own amenities provision.

In zone b, portable units, including accessible will be positioned between the two Spencer Buildings.

In zone a, the existing toilets, including accessible, will be used and additional units will be added to increase the capacity.

Both sets of toilets will be clearly signed and stewarded at all times the event site is open.

We are bringing in up 50 units and 12 accessible units to be split across both sites. Environmental Health have recommended that one unit per 1000 people will be sufficient.

*Some small concessions have now been added to both zones – the toilet provision of 50 plus 12 accessible units is already well over the advised 1 per 1000 by the environmental health team (as above) so we are confident that we have suitable resource scoped.

Ticketing

All audience members wanting to attend the event must be in possession of a pre-booked ticket. There are four ticket gates into the site:

- 1: Railway Street
- 2: Humber Dock Street into Humber Place
- 3: Queen Street
- 4: Wellington Street West

All gates are preceded by fully stewarded, controlled crossing points and volunteers will line the route from the crossing points, welcoming the audience and providing information.

Tickets will be pre-printed with clear indication of zone (A or B) to ensure audience are directed to the correct gate. This will be supported by pre event communication and on the ground information on the day from the volunteers and stewards.

The scanning at the entry gates will be managed by volunteers (20 at each gate with 2 City of Culture staff) and supported by stewards and SIA. All tickets will be scanned and this will give a real-time count of the number of audience members in each area to the event control room.

Tickets went on sale on 2nd November at the capacities stated in this document. 15,000 were issued in the first release, with a second release on the 5th November at 10am of a further 10,000.

First Aid/Lost Children

See Section 4.4.

Concessions

The following concessions have been recently confirmed are being managed by Lee Kirman who is known to the ESAG and who is undergoing the processes for paperwork and licencing.

All health and safety, environmental health, concession safety practice and delivery processes are being managed by Lee.

The list of concessions is listed below and has been added to the site plan. They will be loading into the site at 14:00 on the 1st and de-rig once safe to do so post event.

All required health and safety documentation has been included and is within the appendices of this EMP.

Concession Breakdown:

Hull Pie
Shoot the bull
Bod and beast
Yorkshire wagu
Hog and beyond
Dim sum sue

Licensed Premises

Minerva will be utilising the area outside the Pub, within their seated area. It will be stewarded by their stewards (also Prestige Support Ltd.) and all people consuming alcohol here will not be able to leave this area until they have finished their drinks.

Green Bricks – Selling drinks indoor only.

Cerutti's – This venue is being stewarded. This will be kept a close eye on by licensing enforcement.

Production Area

Holding areas for stewarding, security and volunteer teams to be based at C4DI. All individuals needing access to the building will be signed in and given a production wristband.

Pyrotechnics, Sound and Video control will be based at the pier off Nelson Street.

There will be also be a crowd spotter position based on the rooftop of the Spencer building and the rooftop of the Wykleland building, both with direct communication back to the event control room.

2.4 Production Schedule

Time	Activity	Responsible
Pre Event Load In		
TBC	Install Pre-Event Traffic Management Signage	Traffic Direct
27th December		
TBC	Titanium team onsite to begin work on barges and pyro preparation (George Dock)	Titanium
Saturday 30th December		
14 00	GB Production Manager and Site Manager on site	GB
14 00	Delivery of Load in Barrier (Ped for build areas/ Heras for generators)	All Occasions
14 00	1 x Forklift on site	All Occasions
14 00	Gator to be delivered to site	All Occasions
14 00	GB Site Vehicle (First Aid/ FFE/ Welfare/ Site Radios/ Event Signage) on Site	GB
16 00	Production/ Site Office set up complete	GB
14 00	Load in 2 x security on site	Prestige
14 00	Generators dropped fueled and barriered with FFE	Siamax Power
14 00	PA Towers and Light Deck Load in Commences	HPSS
14 00	Water Pallet Delivery	Radnor Hills
14 30	Toilet Install Commences (remain locked until event)	KC Conveniences
18 00	Forklift Driver off site	TBC
18 00	GB Production Manager and Site Manager off site	GB
20 00	PA Towers and Light Deck Load in Complete	HPSS
20 00	2 x Overnight Security on site	Prestige
20 00	2 x Security off site	GB
Sunday 31st December		
08 00	4 x Security and 2 x Load in Stewards on site	Prestige
08 00	2 x Overnight Security off site	Prestige
08 00	GB Production Manager and Site Manager on site	GB
08 00	Power Distribution Install commences	Siamax Power
08 00	1 x Forklift Driver on site	TBC
08 00	5 x local crew on site	Connection
08 00	Event Barrier install commences all locations	All Occasions
08 00	2 No 3M x 9M Production Marquees installed (inc Heaters) *finalising	All Occasions
09 00	Road closures - Minerva, Nelson and Pier Street	Direct Traffic
09 00	PA Install Commences	HPSS
10 00	Delivery and install of Tower Lights	All Occasions
10 00	Show Comms Install commences	HPSS
10 00	Video Data Install Commences	Big TV
14 00	GB Site Manager off site	GB
15 00	Install Fireworks Control Position	Titanium
18 00	Show Comms Working at all locations	TBC
18 00	Continuous Power available to all locations	Siamax
18 00	PA Test including all RF links and Firework Time code link	HPSS
19 00	Video Testing including video in all locations and link to PA including any RF Link	Big TV
20 00	PA Testing complete	HPSS
20 00	Barrier install complete at all locations - drops in place at road closure and crossings	Prestige
20 00	5 x Local crew off site	Connection
20 00	GB Production Manager Off site	GB

20 00	4 x Overnight Security On site	Prestige
20 00	4 x Security and 2 x Load in Stewards off site	Prestige
Monday 1st January		
01 00	Overnight Site Manager on site	GB
01 00	LED Screen Install Commences	Big TV
03 00	LED Screen Install Complete and screens tested (no sound)	Big TV
04 00	Overnight Site Manager off site	GB
08 00	4 x Security and 2 x Load in Stewards on site	Prestige
08 00	4 x Overnight Security off site	Prestige
09 00	GB Production Manager on site	GB
09 00	5 x Local crew on site	Connection
14 00	Install all Event Signage and concessions load in	GB
16 00	Marina closure	
16 00	Event Control Operational	GB
16 00	All Road Closures In Place (except A63)	Traffic Direct
16 00	44 Security and Stewards on Site	Prestige
16 00	4 x Security and 2 x Load in Stewards off site	Prestige
16 00	Steward & Volunteer Briefing	GB/ Prestige/ HCC
16 30	Steward Deployment	Prestige
17 00	A63 Closure (advertised as 16 00 for flexibility)	
17 00	Boats leave the dock for their firing positions	
17 00	Overnight Site Manager on site	GB
17 00	First Aid On site	NE Medical Services
17 00	Final Pre-opening Site checks	GB
18 00	Exclusion zone in place	
18 00	5 x Local crew off site	Connection
18 00	Site Open to Public (Holding Graphic and low level music)	Event Control
19 30	Pre Show content (Music and Video)	Event Control
20 00	Site Tower Lighting Switch Off (in immediate vicinity only)	GB
20 17	Fireworks Display	Titanium
20 29	Display Complete	Titanium
20 30	Controlled Egress Commences (Music and Screen content continues)	Event Control
20 30	Site Tower Lighting Switch on (in immediate vicinity only)	GB
21 00	Exclusion zone inactive and barges taken back to George Dock for de-rig	Titanium
21 00	Litter pickers and team onsite to empty bins (until 23 00)	Hull CC
22 00	Site Clear of audience	Prestige
22 00	Road Sweepers clear site	Hull CC
22 00	LED Screen Load out commences	Big TV
22 00	PA Load out (not structures commences)	HPSS
22 00	Fireworks Control position remove	Titanium
22 00	4 x Local Crew on site	TBC
22 00	4 x Security and 2 x Load out overnight Stewards on site	Prestige
22 00	Roads Re-open to all traffic	Traffic Direct
22 30	Event Control Ends	GB
22 30	44 x Security and Stewards off site	Prestige
22 30	First Aid Off Site	NE Medical Services
23 00	GB Production Manager off site	GB
01 00	PA and Screen load out complete	HPSS/ Big TV
01 00	GB Overnight Production Manager off site	GB
01 00	2 x Load out Stewards off Site	Prestige

02 00	4 x Local Crew off site	Gallowglass
Tuesday 2nd January		
09 00	GB Production Manager on site	GB
09 00	Remove Traffic Event Signage	Traffic Direct
09 00	Toilet Load out Commences	KC Conveniences
09 00	Power Load out commences	Siam ax
09 00	5 x Local site crew on site	Connection
09 00	Comms Load out commences	TBC
09 00	PA Structures Load out Commences	HPSS
10 00	4 x Security and 2 x Load Out stewards on site	Prestige
10 00	4 x Overnight Security off site	Prestige
12 00	Minerva, Pier Street and Nelson roads re-open	Direct Traffic
14 00	Barrier Load out commences	All Occasions
16 00	2 No 3M x 9M Production Marquees removed (inc Heaters) *finalising	All Occasions
16 00	Generator Collection	Siamax
18 00	Clear of Production Office	GB
18 00	Power Load out complete	Siamax
18 00	Comms Load out complete	TBC
18 00	GB Site Vehicle (First Aid/ FFE/ Welfare/ Site Radios/ Event Signage) off Site	GB
20 00	Barrier Load out Complete	All Occasions
20 00	5 x Local crew off site	Connection
21 00	4 x Security and 2 x Load Out Stewards off site	Prestige
21 00	GB Production Manager off site	GB
Wednesday 3rd January		
09 00	Site check and handover	GB/ HCC
09 00	Collection of Forklift/ Buggy/ Tower Lights	All Occasions

3 Contact List

Name	Role	Company	Contact Number
Chris Clay	Technical and Operations Director	Hull UK City of Culture	07771 788 221
Melissa McVeigh	Technical and Operations Co-Coordinator	Hull UK City of Culture	0755 739 8447
Zoe Snow	Production Manager	Gary Beestone Ltd	07977 502958
Gary Beestone	Event Manager And Event Control	Gary Beestone Ltd	07738 167028
Luke Mills	Technical Manager	Gary Beestone Ltd	07736 372338
Sebastian Cannings	Site Manager	Gary Beestone Ltd	07904 853409
Sygma Safety, Richard Young	Health and Safety	Sygma for Gary Beestone Ltd	TBC
Darryl Fleming	Pyrotechnics Director	Titanium Fireworks	TBC
Max Charles	Power	Siamax	TBC
Hugh Jones and Iain Firth	Sound and AV	HPSS	TBC
Justine Peacock	Security and Stewarding	Prestige	TBC
TBC	Screen Providers	Big TV	TBC
Audrey Norton	Site infrastructure, barrier, lighting	All Occasions	TBC
TBC	First Aid	North East Medical Services	TBC
TBC	Toilet provision	KC Conveniences	TBC
Police	TBC	TBC	TBC
Ambulance	TBC	TBC	TBC
Fire	TBC	TBC	TBC
Mark Willoughby	Environmental Health	Hull CC	TBC
Sean Young	Traffic Management	Direct Traffic	TBC
Peter Clay	Highways	Hull CC	TBC

3.1 Event Control Room

Structure

The Event Control room will be located above Ask Restaurant, overlooking the Marina.

Due to the overlap of the event with the opening day of Made in Hull, it has been agreed with both production teams and the local authorities that one central event control manages the site on the 1st January. Both events will be managed and delivered via their own EMPs and SAG processes, but operationally on the day, one event control will ensure that all parties are aligned.

Tom Westman will manage the event control traffic during the event and Gary Beestone will have oversight of all sites and event delivery.

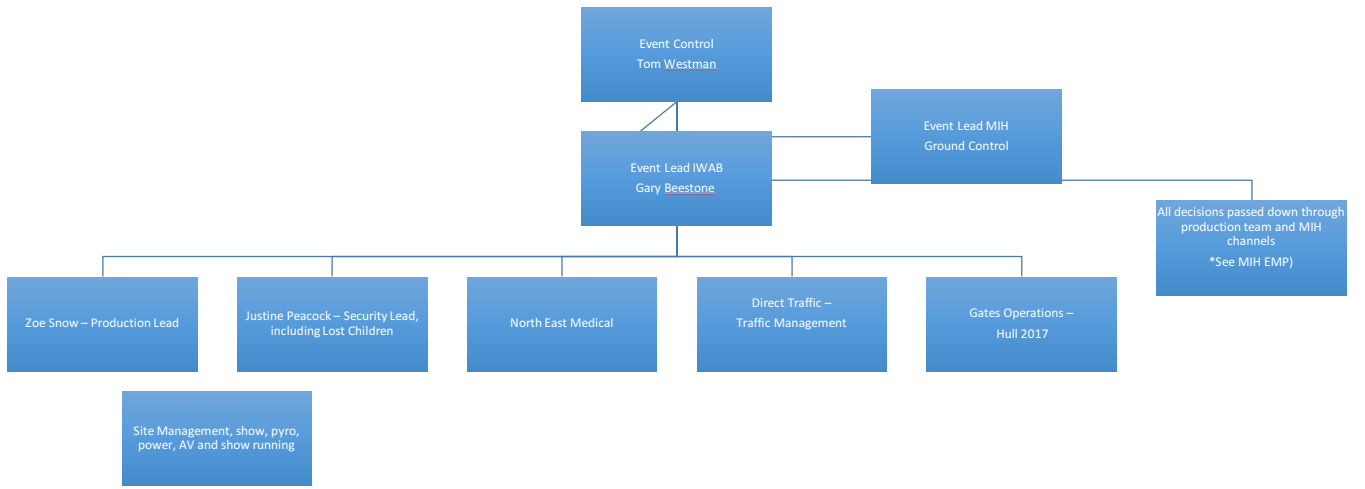
Silver command (again for both events, running as one) will be based at Police HQ as usual and will have a direct link to the Event Control Room via telephone.

There will be a representative from fire, medical and poice at bronze level within the event control and all decision making will be made from here with the support of silver if required and in line with the Hull 2017 communicatons team and agreed plan.

The radio breakdown is as follows:

- 1: Event control
- 2: Prestige supervisors, first aid and lost children (IWAB)
- 3: Secuirty supervisors, first aid and lost children (MIH)
- 4: Production (IWAB)
- 5: Production (MIH)
- 6: Traffic Management
- 7: Gates operations
- 8: Private Channel/Emergency

The team breakdown and chain of command is below. There will also be regular ELT meetings across both events and as representative from Hull 2017 will also be in attendance as the organizer to oversee any key decisions.



4 Crowd Management

4.1 Capacity

The *Purple Guide best practice* advises:

13.3 Crowd management should be considered as an essential element at the start of an event planning process. Its inclusion ensures that the correct design, information and management system is developed in tandem with other aspects of the event plan. It should follow a progressive path of:

arrival

ingress

circulation (event)

egress

contingency

emergency procedures

In recent times this approach has been widely adopted leading to the acronym DIMALICED to describe the various levels of planning and management involved:

DESIGN
INFORMATION
MANAGEMENT

These primary influences are applied across all elements of planning:

ARRIVAL
LAST MILE
INGRESS (both normal and emergency)
CIRCULATION (both normal and emergency)
EGRESS (both normal and emergency)
DISPERSAL

Many of these elements overlap with other sections of our event management plan – we will endeavour to highlight these links and direct the reader to the relevant sections.

IN WITH A BANG will be a spectacular opening to the Hull's year as UK City of Culture. Although a free event, it will be ticketed to establish a limit on numbers allowed into the immediate area of the display.

The immediate area surrounding the viewing spaces will have a traffic curfew and closure for the event, to assist in minimising the risk of pedestrian and vehicle conflicts which is seen as one of the largest issues in staging the event.

This section is intended to identify those areas that have been considered with regard to crowds/audiences when planning for the event; it should indicate the planning at various levels before and during the event; it will establish capacities for various areas of the site and how these capacities will be managed and the preventative measures used to avoid overcrowding.

Capacity Calculations

Planning for this event has identified up to 8 areas that can be used to view the fireworks and video screens. Each is identified alongside the approximate area available for Members of the Public (MOTP) to stand.

We are aware that there is street furniture in some areas, bollards, fencing and other infrastructure that will reduce the space available and we have factored this into our planning for crowd densities in these areas.

There are also areas of the site where the display and screens will not be viewable to ticket holders – these areas will not be counted within our space calculations and will serve as additional space within the footprint of the event for circulation, toilets etc.

After establishing the space available we have calculated the capacity of crowd that can be accommodated across each area against a number of densities.

The density of a crowd affects how individuals experience the event, how they move around, how they stand and how much space they take up on site. The density of the crowd will change due to movement, obstructions, demographic, age, culture, etc.

Our calculations are based on a compliant crowd attending a spectacular event, during which they will be static. Although the event itself may be short, the time period for attendance may be across a number of hours so we have also taken this into account when planning facilities and looking at density.

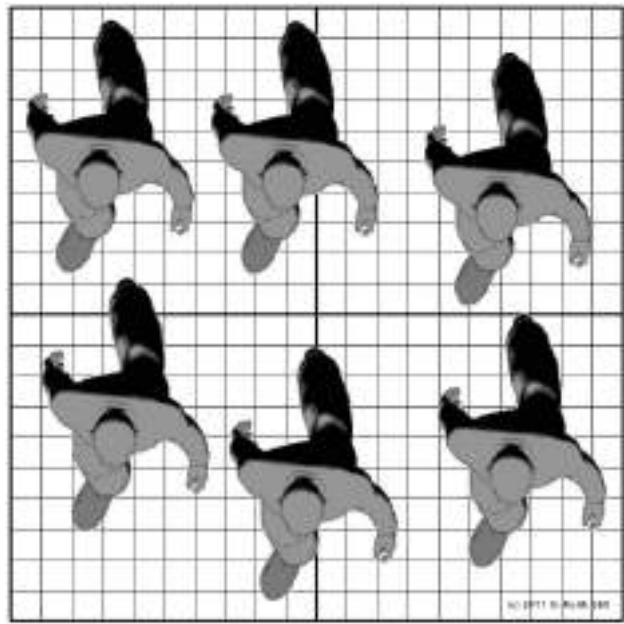
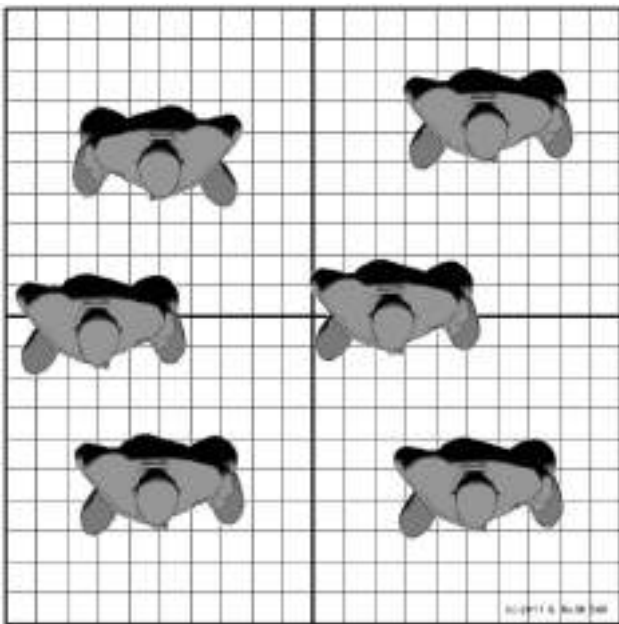
Crowd densities are normally calculated on a number of persons per metre squared and how that will affect the experience of the event and the dynamic of the crowd.

ONE AND A HALF PERSONS PER SQUARE METRE – STATIC WALKING

The images below illustrate the space available for both standing and walking based on one and half persons per square metre.



150 persons
in 100m²

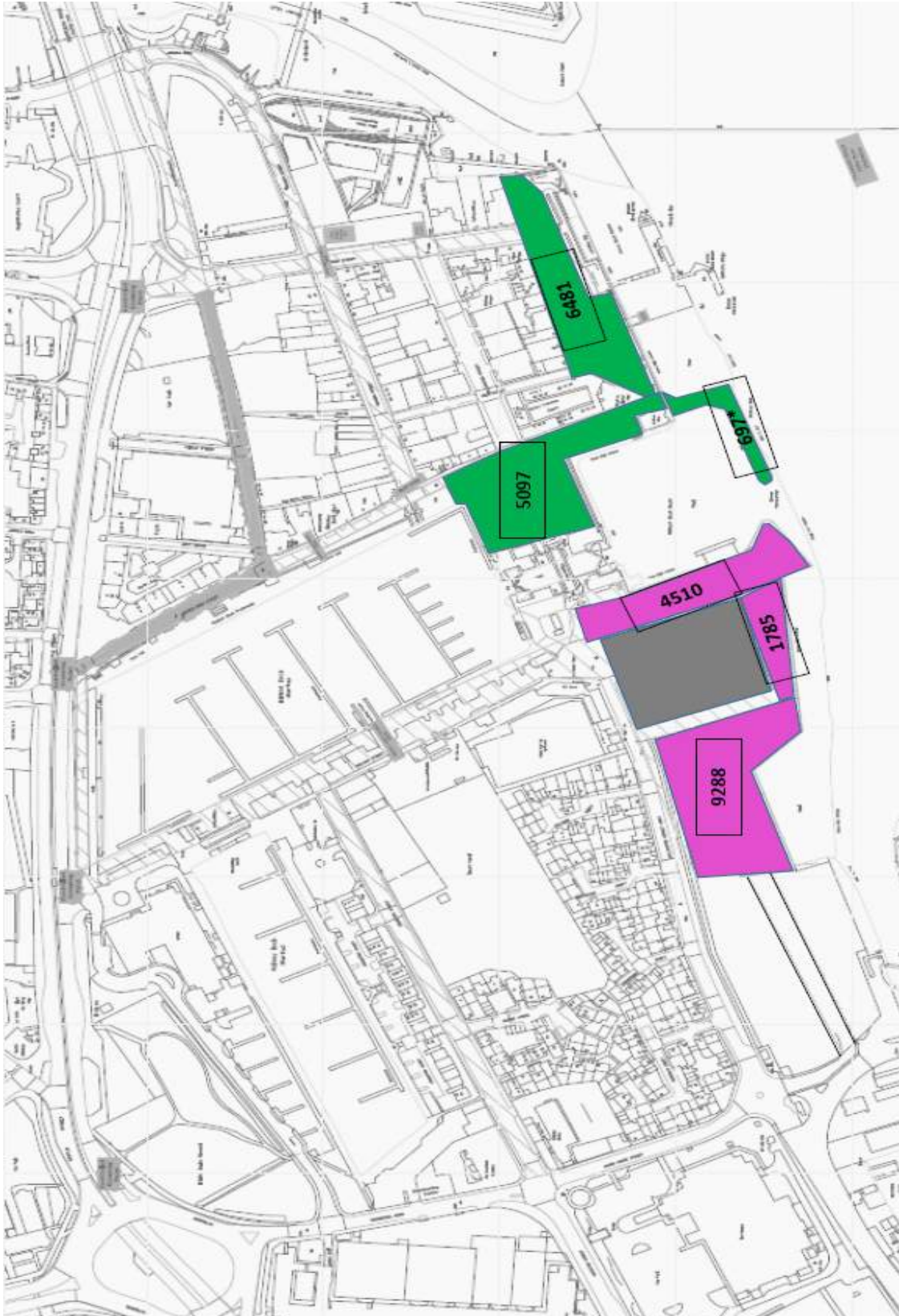


AVAILABLE VIEWING AREAS

CAPACITIES @ 1.5 PERSONS PER SQUARE METRE

*= AREA RESERVED FOR THOSE WITH MOBILITY ISSUES

CAPACITY AT THIS DENSITY (1.5 per 1m²) FOR THE EVENT IS 27,161



4.2 ARRIVAL

DESIGN

There is a full traffic management plan which is currently being developed (further detail below) and agreed with Hull City Council and the Police. This dictates how the event will deal with vehicles in the immediate area of the event site and those wishing to continue “business as usual” driving around the City. It is noted that the impact of traffic restrictions is limited due to the timing of the event being in the early evening on New Year’s Day.

INFORMATION

Information is available to those travelling to the event through the www.hull2017.co.uk website, through signage on the approaching roads and through signage on approach to the site and within the site enhanced with volunteers who will check pink or green ticket holders and direct them accordingly. Residents, business owners and staff will be given yellow wristbands in advance of the event to allow them access through the gates.

MANAGEMENT

The site arrival is managed by stewards and ticketholders will be directed to entry points across the area.

EXPECTED TRAFFIC AND ARRIVAL TIMES

Traffic is expected to be low at the time of the event due to the timing of the event on bank holiday evening. The main road which may remain busy throughout has been controlled by specific crossing points to manage the risk of large numbers of people crossing the busy road. It is expected that people will arrive at the site from gates open at 18 00 but with a peak arrival rate from 19 00 – 20 00.

*WE HAVE NOW CONFIRMED THAT THE A63 WILL BE CLOSED – UPDATED RAMS NOW INCLUDED WITHIN THE APPENDIX.

LAST MILE

DESIGN

Strategically placed signage and wayfinding staff will be deployed in and around the entrances. The design intends to manage the expectations of those arriving as to when the site will be open, what they can expect and how best to safely and efficiently enter the site.

INFORMATION AND SIGNAGE

The signage will concern both directional information and outline timings for the event. There is also an opportunity to direct ticketholders to Social Media sites for additional information and an interactive experience.

MANAGEMENT

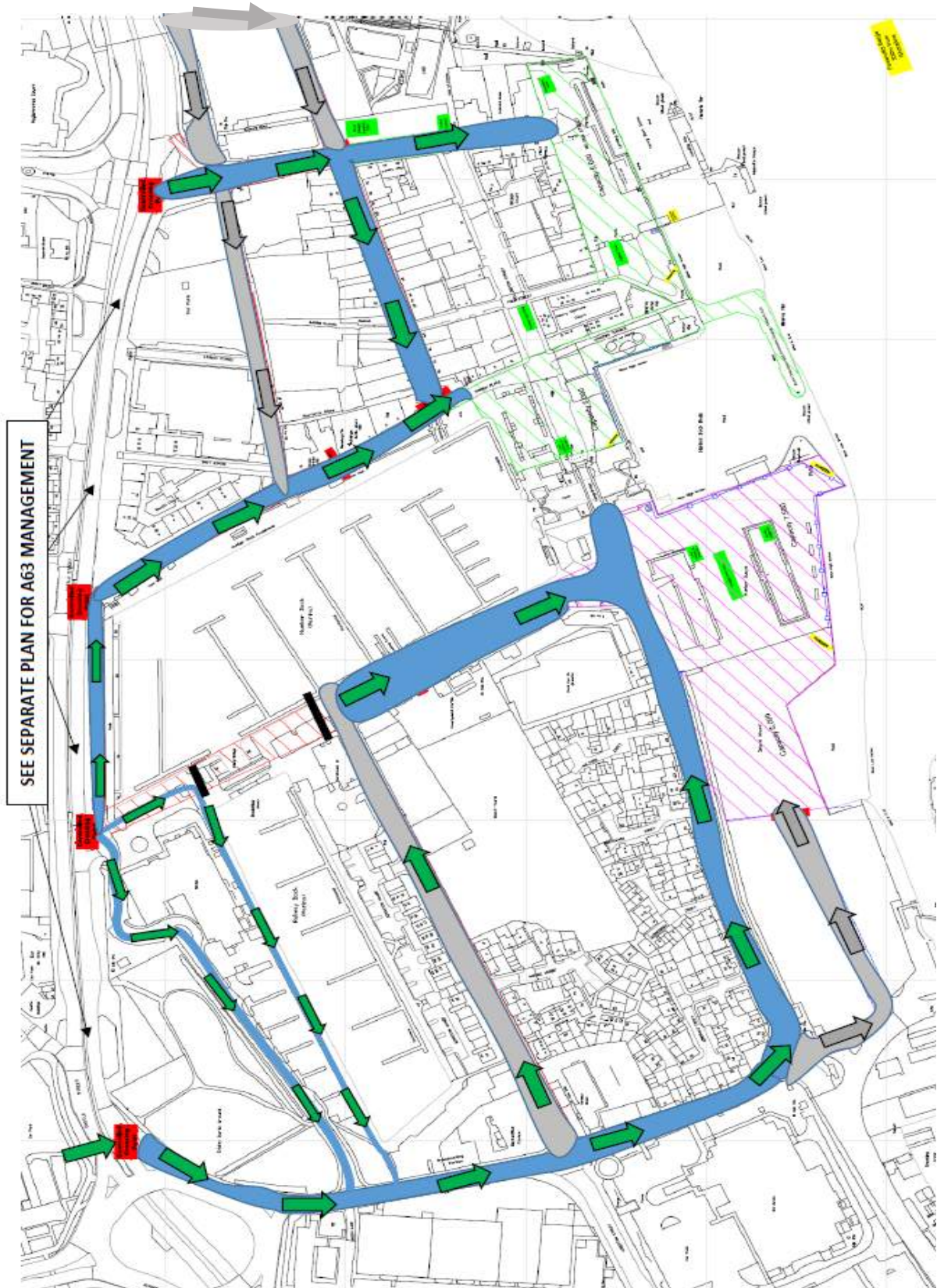
Event Control directing Stewards; Traffic management company ; and all Production

INGRESS & FLOW INTO THE SITE

There is to be no car parking provided for this event – ticket holders will be encouraged to use public transport and walk to the event. The site is currently split into two distinct areas grouped around the water of the harbour basin – to West (B) and to the East (B) Access will be clearly signposted.

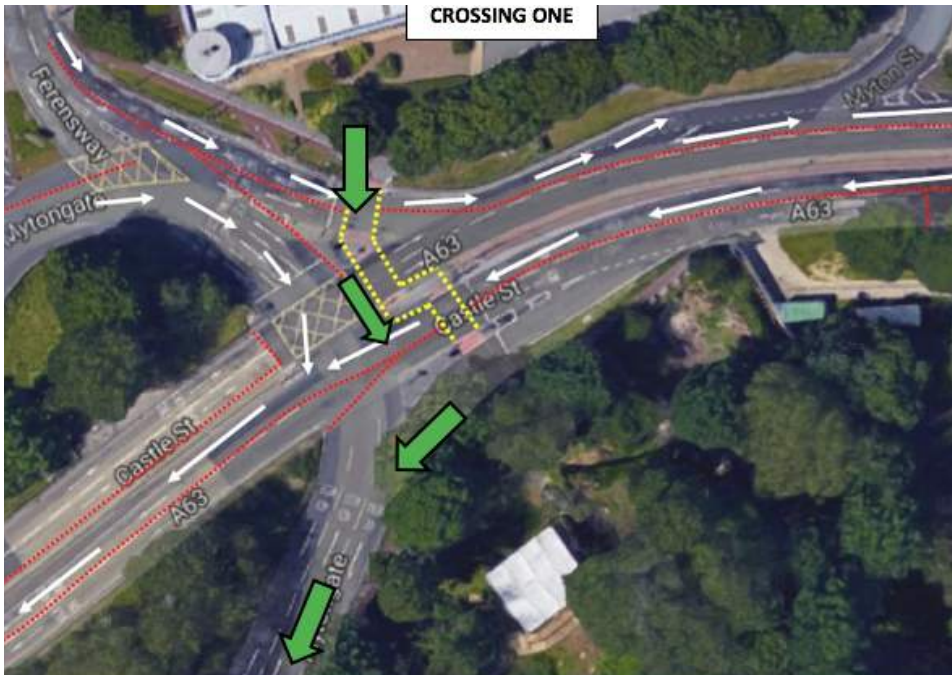
Ingress plan; blue routes as main routes, grey routes as supportive to ease congestion.

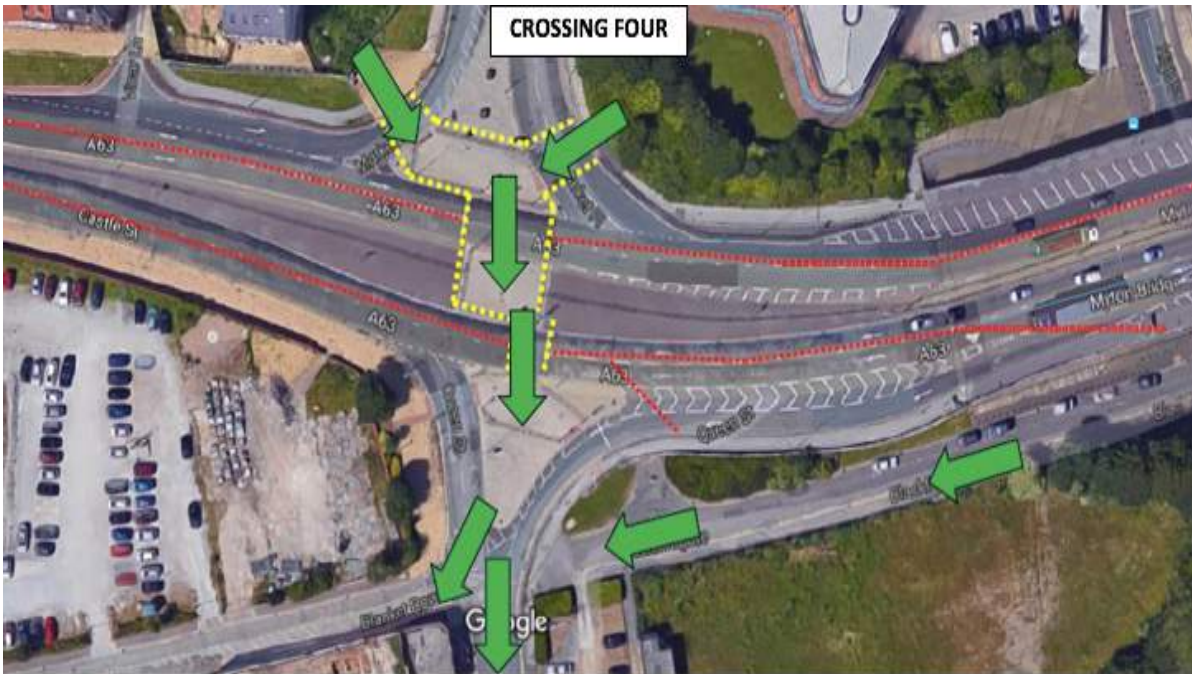
*Ingress route includes access via the underpass onto the High Street



INGRESS & FLOW INTO THE SITE – CROSSING POINTS

*These are the main road crossing points which will be stewarded, but now the A63 is closed we expect coverage along all parts of the closure.





The site is currently split into two distinct areas grouped around the water of the harbour basin – West (ZONE B) and to the East (ZONE A) Access to these areas will be clearly signposted.

Once across the A63, the routes to the viewing areas are as follows:

CROSSING ONE TO VIEWING AREA B. Crossing width is approximately 5m wide.

If the event audience were arriving “en-masse” in a similar way to an exiting audience, then we can look at this ingress route in terms of 82 persons per metre per minute entering the site. This width of crossing allows a maximum of 410 persons per minute to enter the PINK area.

At maximum flow into the site through this entrance it would take over 40 minutes (plus travel time along the road) for the audience to enter (based on a density of 1.5 persons per m² once static). In reality audiences will take three or four times as long to arrive at an event than the maximum flow rate and we therefore estimate that ingress to the PINK area will take over 2 hours – possibly leading to queues. This will be managed on the north side of the A63 with traffic stewards with mobile barrier at each crossing points to ensure safety and any queues being kept away from the road.

We are unable to use the full width of the railway bridge at the Swing Bridge position, so we are avoiding the use of this route and splitting audience ingress from CROSSING TWO down towards the top of Commercial Road, via the walkways around Railway Dock Marina. Additional lighting and barrier would be placed here for safety.

Humber Dock Street and Queen Street to area A – Ideally there will be a 50/50 split between the two entrances to encourage a balanced filling of the event site.

CROSSING THREE AND FOUR are approximately 6m wide at the narrowest point meaning that, at full flow (82 people per minute) there would be 492 persons per minute entering the area through each crossing, meaning that the area would fill up in around 15 minutes (plus travel time along the road). Taking the slow approach to events as outlined above and the fact that this area leads to the space for those with mobility issues we therefore estimate that this area could fill up in around 60 minutes (plus travel time along the road) – this should ensure there is little queueing.

The number and dispersal of entry points will also be affected by:

- the adequacy of directional signage, information and communications
- the means of entry; for example, ticket checks, ticket scanning, searches, etc
- the division of entry categories; for example, adults, concessions or groups
- the design and condition of entry points
- the capabilities of lane operators
- the efficiency of the system and the ability of the public attendee to understand the system (see electronic scanning below)
- the level of searching required, particularly at times of high security alert. The use of metal detectors, bag and body searching may significantly reduce the rate of passage.

The design and condition of the entry points may be further affected by:

- Available resources (pre-allocate everything required)
- The state of the ground underfoot (choose flat level ground and be prepared to move entry points if ground becomes unusable)
- The prevailing weather during ingress
- The mood of the public arriving (staff will be briefed on customer service from first contact and throughout the event).

4.3 Ticket Scanning and Early Site Clearance

As noted above, the efficiency of the system can severely affect the numbers of public processed through the entry points at any one time. Although the ticket system for “In With A Bang” is internet based, there will be a plan to use manual counters and manually retain tickets thus allowing ingress to continue unhindered, communicating the data in the event of a ticket scanning or internet failure.

Based on previous events, we know that many guests will arrive early and there will be some pedestrians in the area before the gates become active. Our timings for site clearance are as follows:

16:00 Gates become exit only

16:00 Road closures commence (17:00 for A63)

16:00 Stewards arrive onsite for briefing

16:30 Stewards are deployed across the whole site and clear public as they go

18:00 Ticketing commences

This gives a clear window and large manpower to clear the site, with minimal disruption to residents throughout the day. We will assess the site throughout the day and make the gates exit only earlier if required.

4.4 Circulation

The Purple Guide best practice advises:

13.69 When planning an event with continuous competitive entertainment, the organiser should consider the location of attractions to ensure crowds can be accommodated within specific areas without impacting on competing activities. Safe capacities should then be applied to these areas based on lines of sight and audience profiles.

DESIGN

Spaces where there is no view of the show allow adequate circulation spaces and places where public can pass and navigate around the various standing areas.

INFORMATION

If public begin to congregate in these areas, stewards will advise them that they will not see the show and encourage them to move into the designated spaces as calculated above.

MANAGEMENT

Stewards will manage these areas on the ground reporting to and reacting to instructions from the Event control.

4.5 Lighting

At the time of year for this event, it will be dark at approximately 4pm – sunset at 3.51pm. Some of the site is served by street lighting and there is ambient lighting from the surrounding streets.

We will also deploy tower lights to the area to the West of the site and any other areas where the low light levels could cause confusion or unseen slip and trip hazards.

A walk through of the site will be carried out in the nights preceding the event to establish where additional lighting may be required.

Where possible additional lighting will be self-powered so that it is independent of any local supplies in case of power failure and egress needs.

4.6 Communication

All communications relating to the operation of the event will be channelled through an Event Control room where the Event Manager will work alongside site and security radio controllers to deal with instructions to all staff and react and deal with incidents and emergencies as and when they arise.

The main communication method for crowd control will be by way of two-way Digital or UHF radios with a proven efficiency (tested) across the site. Earpieces and headsets will ensure that staff can hear messages and that messages are not widely broadcast to the public.

A radio protocol will be agreed and this will be explained to all staff and services who share the network as part of their briefing. This will include, where used, a list of code words for various situations and alerts for radio silence, etc Communication systems rely on two-way conversations and although staff and stewards will be encouraged to use ABC (Accuracy, Brevity, Clarity) on the radios, information into Event Control is essential.

Communication with the audience will be directly from stewards (passing messages, giving advice and instructions), via the large screens where pre-agreed messages can be broadcast to all those who can view a screen and through the PA which reaches all parts of the site.

4.7 Egress

DESIGN

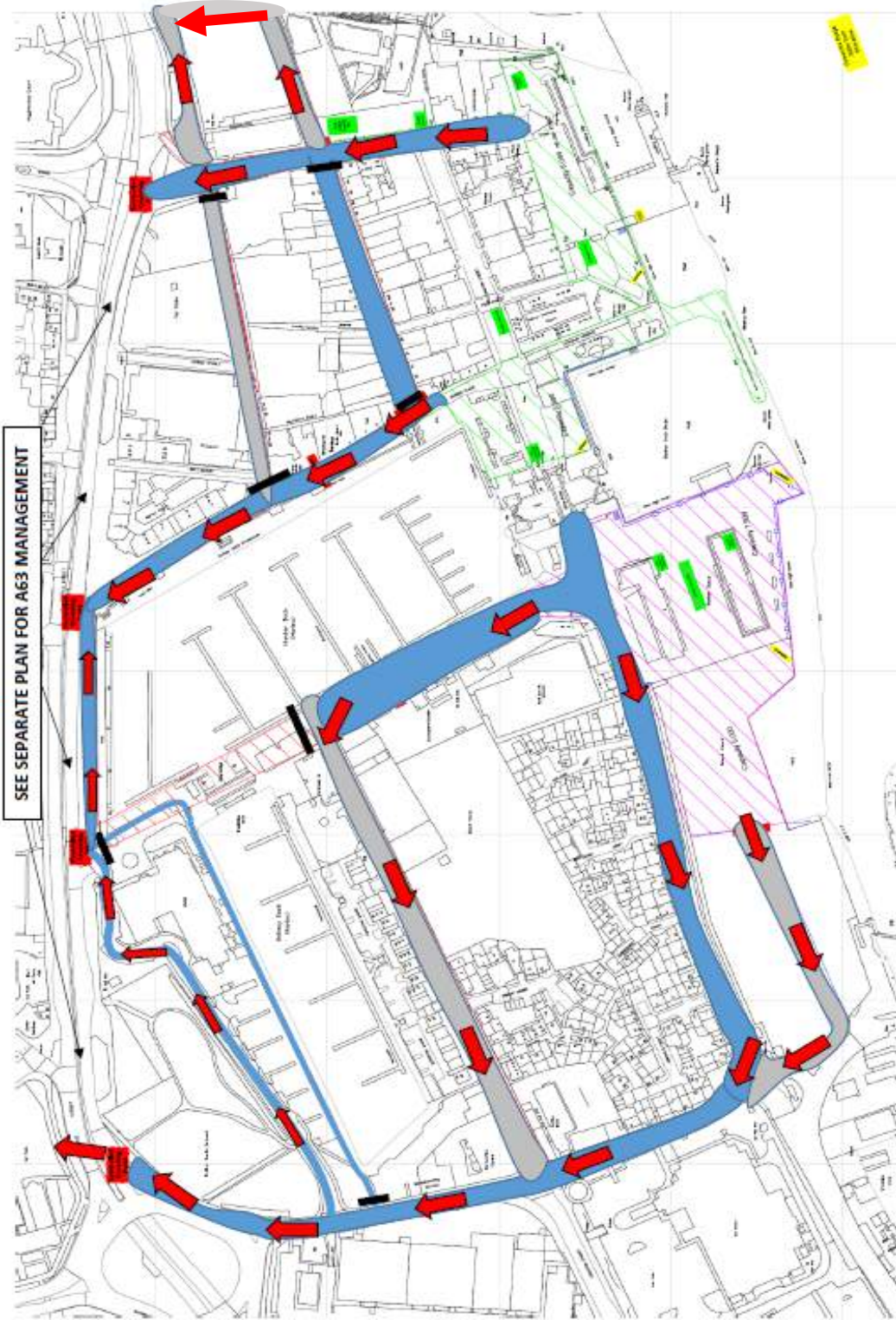
The design of Ingress described above looked at maximum flow rates and then what those flow rates might actually be in allowing for the capacity to be comfortably accommodated on site and for people to arrive in a timely fashion.

For egress, the design needs to take into account normal egress and emergency egress. For normal egress we believe that the reverse of the ingress calculations and perhaps a 75% of maximum flow rate can be achieved depending on the weather, the efficiency of the exits and crossings and the mood of the audience.

We therefore recommend that the sections of Manor House St and Commercial Road that run alongside the West side of the site are closed as part of the Traffic Management Plan and that traffic movement is restricted in Castle St for the periods of mass crowd movement. We also recommend that Kingston St is utilized.

The only issue with this egress plan is that all routes will ultimately arrive at the crossing of the A63 opposite Railway St. This should be acceptable as the crowd movements around the route will spread out the crowd density across the route.

EMERGENCY EGRESS – WE ARE CONFIDENT THAT THE MAJORITY OF THE AUDIENCE COULD BE MOVED AWAY FROM ANY SERIOUS AND IMMINENT DANGER WITHIN 10 MINUTES AND COULD BE CLEAR OF THE SITE AND BEYOND THE A63 IN 30 MINUTES BASED ON THE CURRENT SITE PLAN.



INFORMATION

The screens facing large parts of the site can be used to broadcast additional messages, trailers, promotional videos and coverage after the main show. This will ensure that a proportion of the audience will stay slightly longer on site and therefore delay their exit meaning reduced congestion at egress routes. The screens can also be used to encourage the audience to be patient in exiting the site and give an indication for the period of time it may take to reach the road crossings.

The PA system can also be used to explain any delays to those on site and encourage patience and respect for others when leaving.

MANAGEMENT

Management of content for screens and messages for the PA will be controlled by Event Control. Control of flow and direction of the audience will be by way of instructions and order to stewards and security on the ground from Event Control. Additional information for event control will be relayed by spotters at height on the buildings in the centre of the site – this will give a good indication of areas of congestion and flow rates around the site.

4.8 Dispersal

Once the egress is working and there is a steady flow away from the event site, the screens and PA should be put into stand-by so that there is no longer an inducement to remain on site and dispersal should be (gently) encouraged by stewards. Low level music and screens will only be turned off at an appropriate time once egress is working well.

Wider dispersal from the site will rely on efficient use of the stewarded crossings on the A63 and routes to the car parking and public transport routes and hubs.

4.9 Emergency Crowd Procedures - Evacuation

There are few reasons that a complete evacuation of the site would be called.

Major fire or structural collapse, rampaging terrorist attack, explosive device, extreme weather.

However, there may be reasons why parts of the site require emergency evacuation – eg fireworks fall-out into the audience.

In such circumstances event control would halt the show, use screens and PA to communicate with the public and instruct stewards in the actions required – ie where to evacuate to.

Emergency evacuation of the main waterside areas could be carried out in around 8 – 10 minutes using the calculations above, with the complete site being cleared to beyond the A63 in less than 30 minutes.

In the event of a marauding terrorist attack we will adopt the Police's most recent advice:



IN THE RARE EVENT OF a firearms or weapons attack

 **RUN**

RUN - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go, then...

 **HIDE**

HIDE - Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

 **TELL**

TELL - the police by calling 999 when it is safe to do so.

www.npcc.police.uk/staysafe

4.10 Crowd Management Steward Duties

Understanding general responsibilities towards the safety of all categories of audience (including those with special needs and children), other stewards, event workers and themselves;

- carrying out pre-event safety checks.
- being familiar with the layout of the site and able to assist the audience by giving information about the available facilities, including first aid, toilet, welfare and concessions.
- staffing entrances, exits and other strategic points, e.g. exit doors or gates that are not continuously secured in the open position while the event is in progress.
- controlling or directing audience members entering or leaving the event, to help achieve an even flow of people into and from the various parts of the site.
- recognizing crowd conditions to ensure the safe dispersal of audience and the prevention of overcrowding.
- assisting in the safe operation of the event by keeping gangways and exits clear at all times and preventing standing on seats and furniture;
- investigating possible safety incidents.
- being aware of and reporting possible fire hazards.
- responding to emergencies (such as the early stages of a fire), raising the alarm and taking the necessary immediate action.
- being familiar with the arrangements for evacuating the audience, including coded messages and undertaking specific duties in an emergency.
- communicating with the Event Control centre in the event of an emergency.

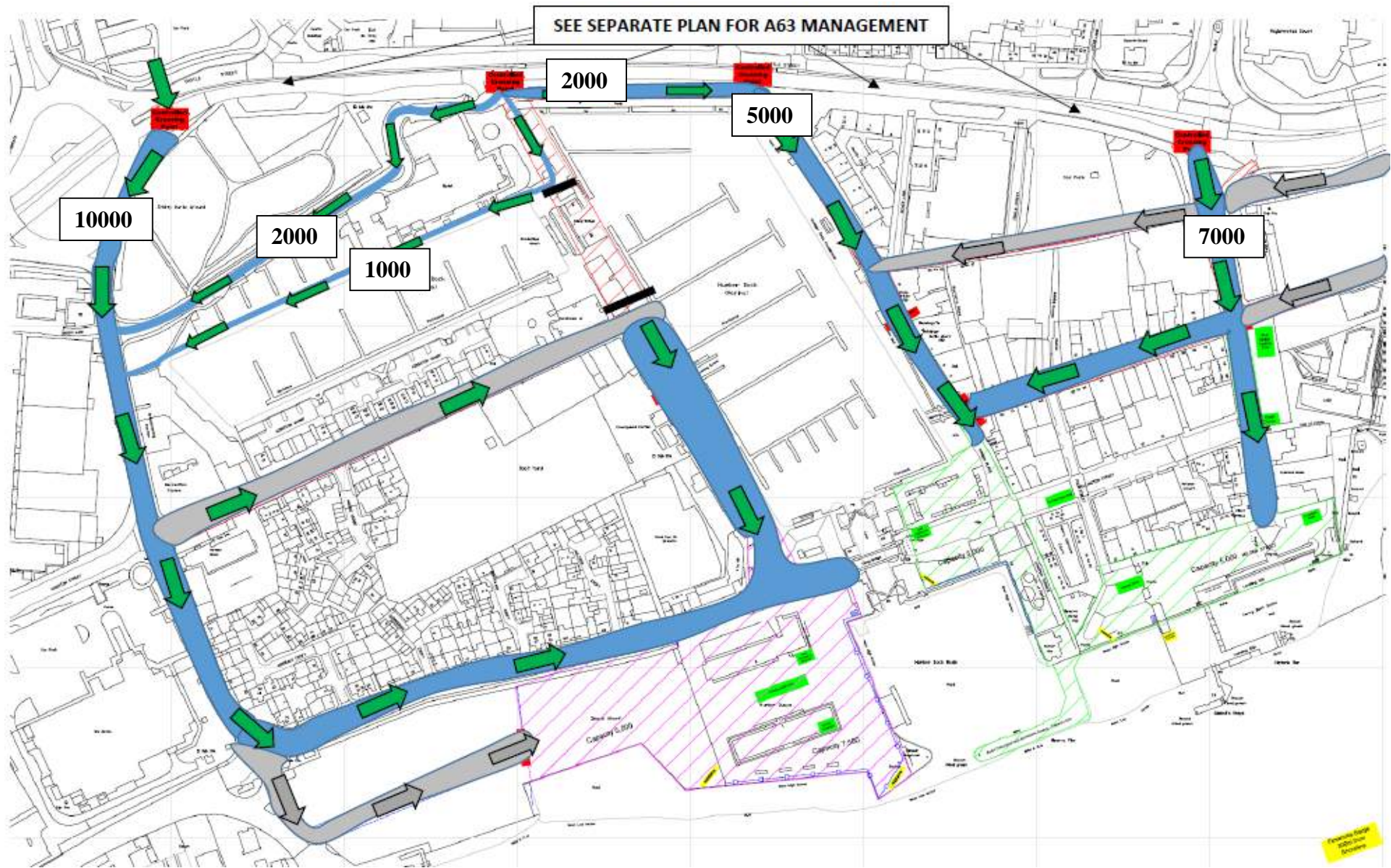
4.11 Notes regarding public flow calculations

- Standard flow rate is based on 82 persons flowing per 1 metre width every minute.
- Crowd Density is based on 1.5 persons per square metre.
- Capacity is worked out on available space (m²) x Crowd Density (ppm²)
- Standard walking speed for UK persons = 1.4m/second
- Standard walking speed in groups and family groups is more like 0.7m/second

Approximate distance to viewing area A from A63 is 225m – therefore family groups will travel this distance in approximately 5.5 minutes (this of course dependent on maintain a crowd density of 1.5 ppm² during access and walking to site).

Approximate distance to viewing area B from A63 is 327m – therefore family groups will travel this distance in approximately 8 minutes (this of course dependent on maintain a crowd density of 1.5 ppm² during access and walking to site).

Plans below show the ingress and egress routes and our suggested numbers that are encouraged along each route to ensure an event coverage and fill of the sites. Egress is along the same routes.



4.12 Security and Stewarding

Consultancy

We are working with SFM to consult on the planning for the overall security and stewarding provision to ensure a seamless and robust plan and execution. We will be engaging a local supplier, Prestige Security, who know the area well and have a team of local stewards and SIA staff who have worked extensively on events in this part of the city.

SFM – Providing pre event consultancy and onsite senior management

SFM have over ten years experience within the events industry supplying stewards at events including Taste of Soho, Soho Pride, the Mayor of London's Totally London campaign, Regent Festival, Oxford Street events, Trafalgar Square events including Chinese New Year, Diwali and Formulae 1 event barrier point and screen areas. SFM have successfully worked with organisations including Westminster Borough Council, Camden Borough Council, Regent Street Association, NWEA, Greenwich+Docklands Festivals, SoBa, A.C.P. Productions and the Metropolitan Police.

As instructed by the Security Industry Authority all company directors of SFM Security Consultants are registered and licensed with the SIA. All Team leaders are licensed with the SIA and any overnight man guarding security are registered with the SIA.

SFM will work closely with the organisers and Prestige to ensure the highest level of best practice and offer support on the pre-production planning. We will also have two of their senior representatives to oversee the security management and supervisory team onsite.

Prestige – Local supplier with local knowledge

Prestige Support Limited is a local company based in the City of Hull and employ local people in several areas of work. The company is headed by director Justine Peacock. Their client base is local and national companies/authorities in the corporate and public sector and they provide a whole range of advice, guidance and service.

The stewards and SIA supplied by Prestige have local knowledge of both the area and previous events and we will work closely with Justine at her team to ensure highest standards of stewarding.

Stewarding Breakdown

Build / Derig

30th December 2016: 2 x SIA

14.00 to 08.00 hours on 31st December

31st December: 4 x SIA and 2 x load in stewards (load in stewards finish and SIA changeover at 20.00)

08.00 to 08.00 on 1st January 2017

1st January 2017: 4 x SIA and 2 x load in stewards (load in stewards finish and SIA changeover at 20.00)

08.00 to 16.00 hours (event staff then come on)

1st January: 4 x SIA and 2 x load out stewards (load out stewards finish and SIA changeover at 20.00)

22.00 hours to 08.00 2nd January

2nd January: 2 x SIA

08.00 to 20.00 hours

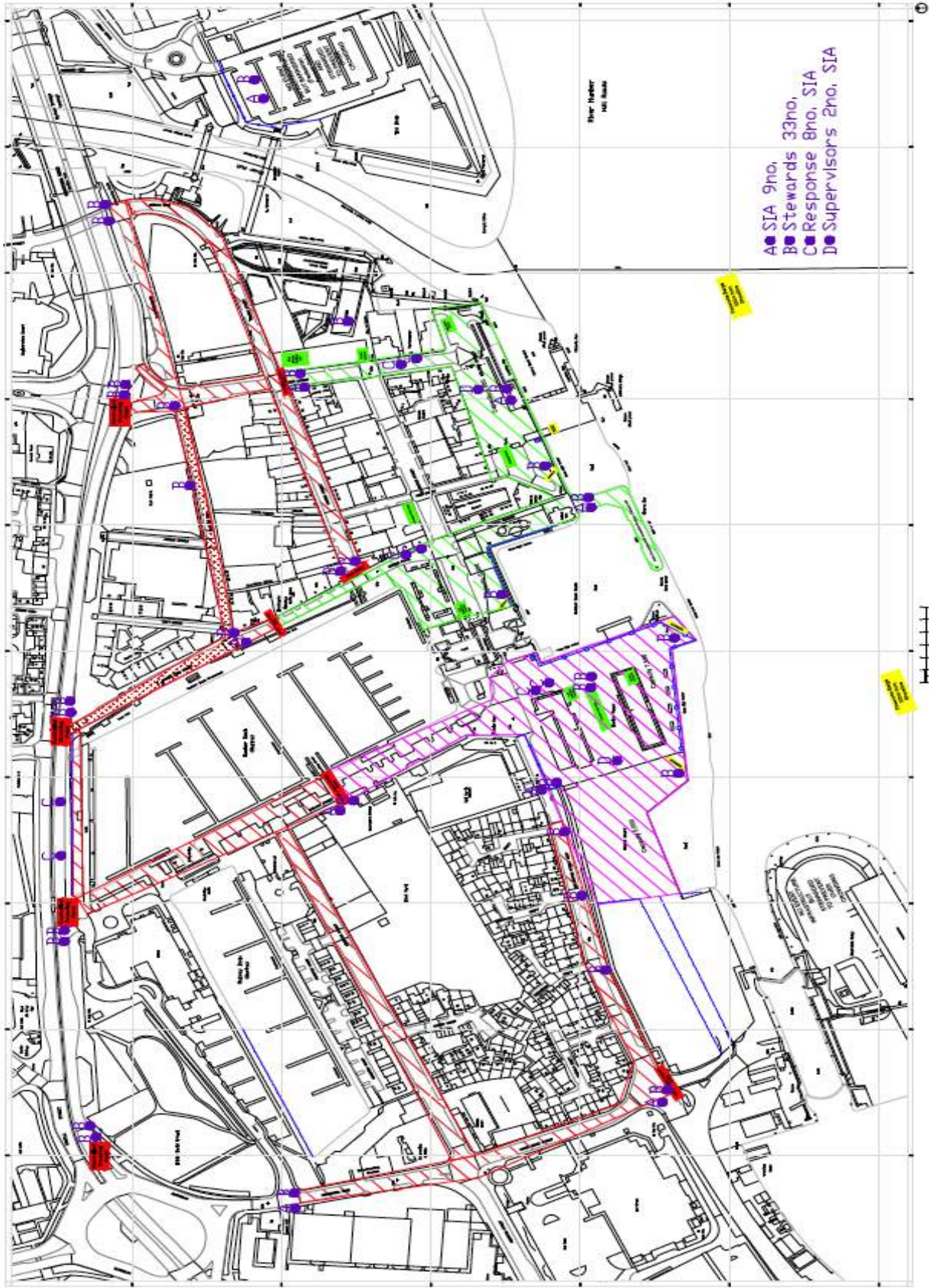
Event Live: 1st January

All staff from 16.00 to 22.00 hours

As per dot plan (following page)

- Security Team Manager (ELT)
- 2 x Senior supervisors
- 8 x SIA Response (one response team per zone)
- 33 x Stewards
- SIA Licensed staff
- Additional load in and load out stewards in line with production schedule, and further scope is being looked at for The Deep and Victoria Dock.

Stewarding Breakdown – Dot Plan (Live)



Stewarding Management Structure on Events

Security Manager – Event Control Room

Green Zone Manager and Pink Zone Manager

Team Leaders

- Each Team leader will be responsible for a team of stewards working within a pre-defined coded area.
- The responsibility will take the role of equipment and uniform issue, handouts and briefing. Placement of static and patrolling deployment of the stewards including implementing the break system.
- Ensuring the static positions are monitored and personnel work on a rostra placement system and that at least one member of the static deployment has a radio.
- Ensuring patrollers work on a buddy pairing system and at least one member of the patrollers has radio equipment inclusive of earpiece.
- The team leader will guide and manage his team throughout the event and will be the direct decision maker on a street level making informed assessments inclusive of follow up procedures.
- The team leader will have a full working knowledge of area and procedures.
- Working to ensure all personnel within delegated team are reflecting a positive image and positive attitude without compromising the safety and enjoyment of event.

Stewards

- Each steward will be working under the direct guidance of the team leader split into teams of steward's/security personnel, working within the pre-defined coded areas.
- The steward's/security personnel will have a full working knowledge of area and procedures and implementing these procedures.
- They will be multi-functional dealing with various situations. All personnel will be responsible for the control of large groups, families and individuals maintaining safety without compromising the enjoyment of the event. A low key, community friendly stewarding/ personnel will be the aim although security must be visible to ensure a presence is felt.
- All incidents must be reported to their allocated team leader and any follow up procedures implemented. Security/ stewards will be either static or patrolling but will ideally be working in pairs.
- They will be directly involved in crowd control and ensuring the safety of all attendees without compromising their own safety and the enjoyment of the event.

Uniform

- Stewards and SIA will be smartly presented and clearly distinguishable:
- SIA – Black tops, black coats and high vis with Security marked on the back.
- Stewards – White tops, black coats and high vis with Steward marked on the back.

4.13 Lost Children/Vulnerable People Procedure & Medical Provision

Child or Vulnerable Person reported lost

Should a child or vulnerable person be reported lost, the Head of Security in the relevant zone (pink/green – a/b) will be alerted immediately.

Our lost person policy is as follows:

- Person identified by steward
- Escalated to Event Control via zone security manager
- Logged in Event Control
- Person kept at location found or if appropriate, taken to the zone lost children point which will be manned by a CRB steward:
PINK: Near the Spencer Building (final location tbc)
GREEN: Near the Fred building (final location tbc)
- If person not collected within 30 minutes the police are informed
- Event Control track the closure of each incident and log in the event incident book

At no point should an emergency announcement be made. Limited radio communication should take place describing the child or person. Relevant security and production personnel should be advised of the description of the child or vulnerable person and be aware of any unaccompanied children.

First Aid Provision

First Aid provision has been assessed based on the best practice matrix from the purple guide and will be as highlighted in yellow below based on a score of 37:

Score	Ambulance	First aider	Ambulance personnel	Doctor	Nurse	NHS ambulance manager	Support unit
<20	0	4	0	0	0	0	0
21-25	1	6	2	0	0	visit	0
26-30	1	8	2	0	0	visit	0
31-35	2	12	8	1	2	1	0
36-40	3	20	10	2	4	1	0

Any injuries should be reported to the site Event Control Room via the Production Manager and logged in the accident book based in the two first aid areas.

The nearest hospital is:

Hull Royal Infirmary

Anlaby Rd

Hull

HU3 2JZ

Tel: 01482 875875

4.14 Lost Property

Lost Items

If an item of Lost Property is found by a member of the team or brought to their attention by member of the public, or handed in at a ticket gate, the following actions are to be taken:

- The team member will inform a Prestige Security Steward who will take the item of lost property, and note the details of where and when the item was found or handed in.
- The item of lost property will be taken by a Steward to the Security Control Room for safe keeping.
- The Security Shift manager or senior member of staff in the control room at the time will then note, log and store the item.

People who have lost property

If an item of Lost Property is reported by a member of the public to a team member, or if a team member loses something themselves, the following action is to be taken:

- The person who has lost the item will be directed to the nearest Steward who will direct them, or arrange for them to be escorted, to the Security Control Room to report the loss.
- The Security Shift manager or senior member of staff in the control room at the time will then note the item and help accordingly.

Suspect packages and items

If any item found appears to be suspicious, or the finder of the item is unsure as to its authenticity then the following action should be taken:

- The item should be left where it is, and no attempt should be made to touch or move it.
- The finder should move away from the item and inform a Steward or who will contact the Head of Security in the Event control room.
- Once assistance has arrived the area should be cordoned off and all persons should be moved away from the area.
- The cordon should be maintained until the arrival of the emergency services, who will then take control of the incident.

5 Traffic Management

We are working with Direct Traffic, an experienced company with local knowledge to devise safe and efficient plans surrounding traffic management for the event.

About Direct Traffic

Direct Traffic Management is committed to offering an excellent service. They are committed to and always comply to quality standard BS EN ISO 9001:2008 incorporating the Sector Schemes 12A/B and 12D for traffic management in all highway situations from the urban/rural to the complex motorway environments.

Direct Traffic are working with us to propose the following processes and systems:

- Advance signage to be in place approximately two weeks before the event.
- Ten specially worded signs for the event itself to provide additional information to audience and road users.
- Eleven operatives to be on site, four of which will assist with manual control of the crossing points on Castle Street. The other operatives will be placed at road closure points to safely allow vehicle access for residents and provide detailed information and practical advice.

*There is a set of visuals and methodology within the appendices of this EMP.

*We now have recent confirmation that the A63 is to be closed. Full and detailed RAMS and drawings are now available within the appendix of this EMP.

Timeline for Traffic Management including A63 Closure from Direct Traffic

1. 07/12/2016 Install Advances for A63 main closure see dwg SY701-05a.
2. 08/12/2016 Full Rams and Final Tm Plans submit to Zoe Snow.
3. 15/12/2016 Install advances for Main event using dwg SY701-02v2 and Sy701-07.
4. 21/12/2016 Event team brief and final names to Zoe Snow.(Sean Young will Oversee the whole event and be on site on the 01/01/2017 for the duration)
5. 31/2/2016 Install Road closures at 09:00 to Nelson Street, Peir Street and Minerva Terrace using dwg SY701.03b Once completed preset Diversion route for main closure of A63 and closure points for main event using drawing SY701-03V2 and SY701-05b.
6. 01/01/2017 In yard for 13:00 for final briefing.
 - 14:00 Team arrive onsite.
 - 14:30 Team 1(2 Ops) A 63 E/B Install lane closure and affect road closure at 16:00 of E/B carriageway.
 - 14:30 Team 2 (2 Ops) A63 W/B Install diversion route as per dwg SY701-05 and affect closure of W/B Carriage way at 16:00.
 - 14:30 Team 3 (2 Ops + Supervisor) Positioned at Crossing points of Castle street until closure of A63 at 16:00 Supervisor to remove himself @16:00 to go round site.

- 15:00 Team 4 (1 No Op) Closure of Plimsoll Street access to residents only at this point operative to be placed at exit of public house strictly resident access after this point only see Dwg SY701-07
 - 15:00 Team 5 (4 Ops) Pre set all closure points as per drawing SY701-03V2 1 man to be placed at Queen Street, Humber Street, High Street and Manor House Street.
 - 16:00 Final Checks By site supervisor and affect all closure points.
 - ***NOTE – A63 CLOSURE NOW LIKELY TO BE 17:00**
7. Men to be positioned as follows from 16:00-21:30
 - 1 Op from team 1 on E/B A63 with 7.5t Veh Prior to Signals.
 - 2nd Op from Team 1 On E/B A63 from exit from Ferensway.
 - 1 Op from Team 2 on W/B A63 exit from roundabout with Transit Vehicle.
 - 2nd Op from Team 2 On W/B A63 from exit from Market Place joining A63.
 - 1 Op Team 4 Stay On closure point of Plimsoll Street.
 - 1 Op at Queen Street from team 5
 - 1 Op at Kingston Street From team 5
 - 1 Op at manor house Street From Team 5
 - 2 No Operatives on Castle street from team 3
 - Site supervisor is to check closure points regularly and relieve gate men form toilet breaks ect.
 8. 21:30 Patron will start to disperse via Castle Street and the A63 ensure that all closure point are manned until 21:45.
 9. 21:45 Team 2 can open up the A63 W/B all pedestrians are to be held at crossing pint by team 3 if needed and crossed using signals.
 10. 22:00 Team 1 can open up A63 E/B team 3 are to remain in place and assist event team with any additional pedestrians that may want to cross. Lane closures can be removed at this time to relieve any traffic.
 11. 22:00 all closure apart from Plimsoll street, Nelson Street, Pier Street and Minerva Terrace can be removes by team 4 and 5.
 12. 22:00 Team 2 can remove full diversion for A63 Closure.
 13. 23:00 Team 3 can remove closure point of Plimsoll street.
 14. 23:30 all members are to remove all associated traffic management equipment and de brief.
 15. 23:30 Nelson Street Peir Street and Minerva Terrace are to remain in place until the 2nd January.
 16. 02/02/2017 2 no operatives remove closures form Nelson Street Peir Street and Minerva Terrace at 10:00 and decommission full site.

5.1 Road Closures

We have identified the following road closures to ensure public safety and safe and efficient ingress and egress to the event site:

Wellington Street West
Commercial Road
Manor House Street
Kingston Street
Railway Street
Humber Dock Street (the section between Blanket Row and Castle Street will become residents only, with a closure to all vehicles between 18:00 and 21:30 on the event day.)
Blanket Row (residents only, with a closure to all vehicles between 18:00 and 21:30 on the event day.)
Humber Place
Minerva Terrace
Wellington Street
Pier Street
Queen Street
Blackfriargate

All road closures will be effective between 16:00 and 22:00 on the day of the event with the exception of the below – which will be closed between 09:00 on the 31st December, reopening on the 2nd January at 12 noon.

Nelson Street, Pier Street and Minerva Terrace.

*We may also look to close Commercial Road and Manor House Street a little later at 18:00 to help resident access.

*The A63 is likely to be closed at 17:00, but has been advertised at 16:00 to enable maximum flexibility.

A63

As per previous notes within this EMP, full and final details now included within the appendix.

5.2 Road crossing points

There are four road crossing points located on Castle Street, leading into the event site. The locations are:

Myongate (roundabout)
Railway Street
Humber Dock Street
Queen Street

These four locations will be managed under the event traffic management plan and

stewarded at all times. There will also be mobile barrier available at each of these crossing points, so should the ticket entry gates become congested, pedestrians can be stopped on the North side of Castle Street and safely away from the road.

5.3 Parking

Vehicles will be allowed on site ONLY during the Get In and the Get Out of the Event, and during allocated time slots.

All vehicles must clear the Site at 16:00 on the day of the event, (TBC) unless they are needed for the activity.

ONLY the following vehicles will be allowed on site – they should have their authorised Vehicle Pass (available from event control) displayed on the windscreen at all times:

- Production
- Emergency Vehicles

As much as possible the organisers will encourage visitors to travel to the event using public transport. Local transport suppliers are currently being engaged to see if enhanced services could be provided given the timing of the event.

A park and ride service will be in operation.

There is no audience parking on the event site.

Accessible Parking

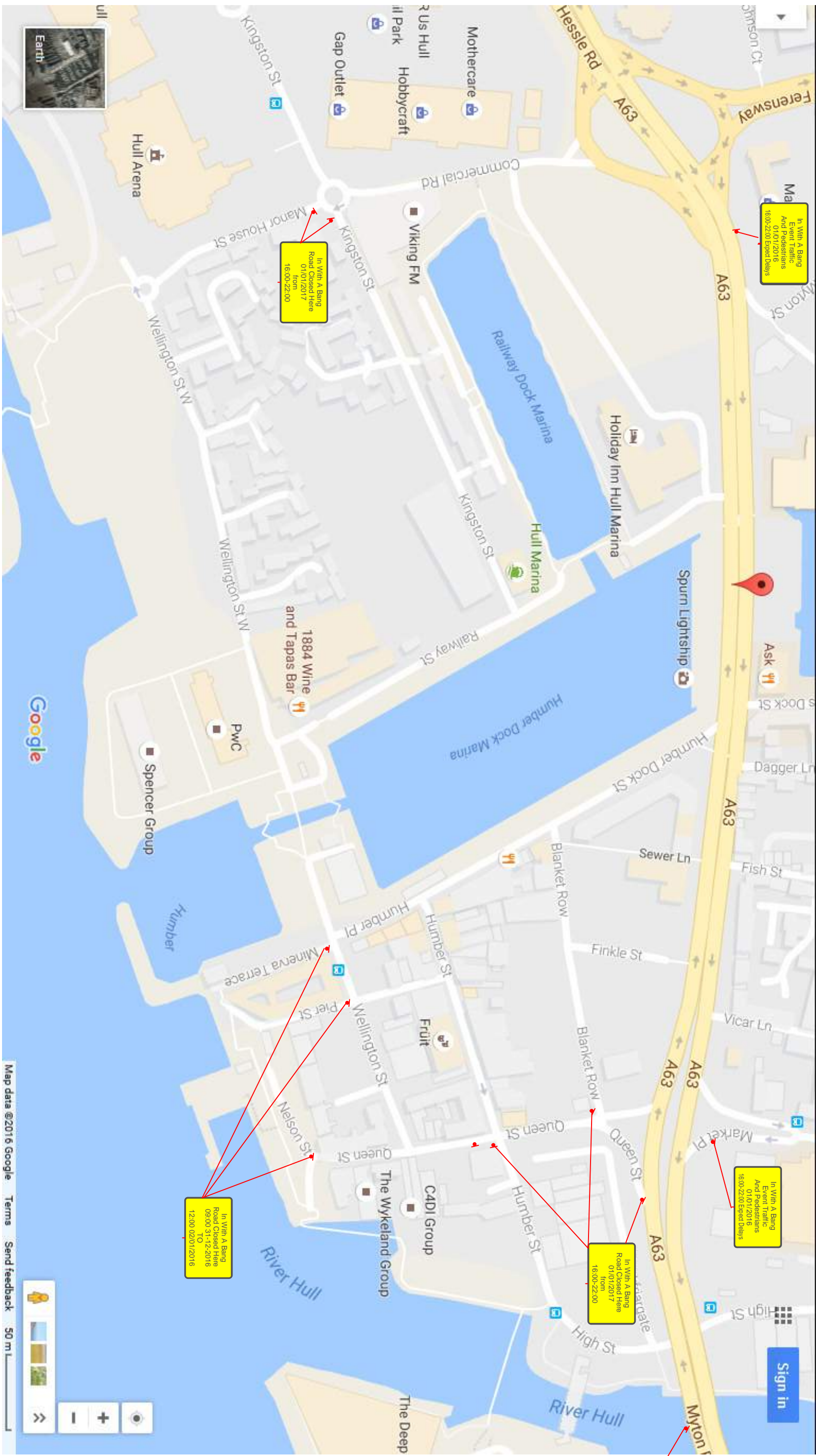
The blue badge parking location has been positioned as close to the accessible area as possible, at the crossroads of Queen Street and Humber Street. Spaces for this area will need to be pre-booked in advanced and vehicles will need to be marshalled into the car park.

Residents Parking and Suspension of bays

We are looking to relocate residents parking to the Blanket Row car park in the green zone and other areas affected by closures are being considered.

Taxis

Taxi ranks across the city will be utilised and they are located at Guildhall Road, Paragon Interchange and Silver Street/Lowgate.



Direct Traffic Management Ltd
 Unit 26, Frontier Works King Edwards Road
 Thorne DN8 4HU
 Tel: 01405 817733 Fax: 01405 813007
 E-mail: info@Direct-Traffic.co.uk
 www.Direct-Traffic.co.uk

Date: 30/10/2016

Scheme: In With A Bang

Client: Gary Beestone

Notes

All layouts drawn in accordance with Chapter 8 guidelines.
 Drawing to be read in conjunction with relevant method statement and risk assessment.
 Please check for amendments before use.

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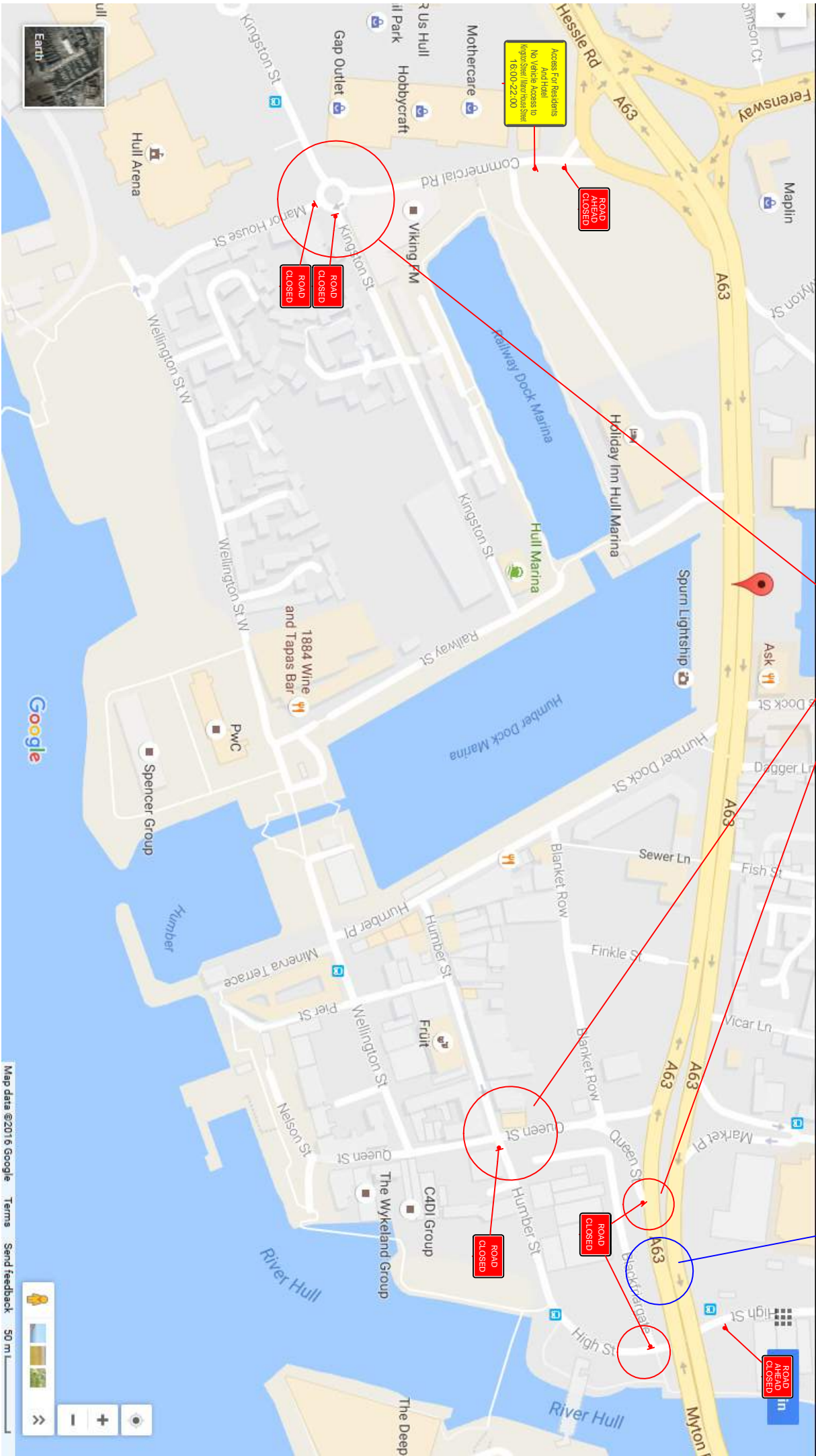
Drawing No DTM000903-SY701-02 v2
 Castle Street Hull

Advance Signage

Scale	Drawn	Authorised
NTS	SY	KC

Full Closure To Vehicles 16:00-22:00 Operative to Manage Point

See Dwg 001 For Traffic Management



Direct Traffic Management Ltd
 Unit 26, Frontier Works King Edwards Road
 Thorne DN8 4HU
 Tel: 01405 817733 Fax: 01405 813007
 E-mail: info@Direct-Traffic.co.uk
 www.Direct-Traffic.co.uk

Date: 30/10/2016

Scheme: In With A Bang

Client: Gary Beestone

Notes

All layouts drawn in accordance with Chapter 8 guidelines.
 Drawing to be read in conjunction with relevant method statement and risk assessment.
 Please check for amendments before use.

TO BE USED IN CONJUNCTION WITH DTM0009003-SY701-01

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 or call provided.

Drawing No DTM0009003-SY701-03V2
 Castle Street Hull

Closure Points

Scale	Drawn	Authorised
NTS	SY	KC

6 Noise Management Plan

Noise and Vibration:

We will adhere to the sound stipulations set out in the event license and also under the guidance of the environmental services team.

We realise and take seriously the risks presented to both the public and its employees hearing.

We understand that vibrations can run the risk of serious consequences when working in either temporary or permanent structures and will supply the necessary risk assessment through its contractors.

We will take every step to adhere to the sound levels put in place so as not to cause a noise nuisance outside the proposed event perimeters.

We will provide noise control meters at the event if deemed necessary and this will be managed by the Production Manager.

We will look to enforce the Health and Safety at Work Act 1974 and the Noise at Work Regulations 2005 to protect workers and audience from noise.

Dependent on regulations set in accordance with the site, we will put the following measures in place:

- Ensure that a noise assessment is made by a competent person;
- Provide workers with information and training;
- Reduce exposure as far as is reasonably practicable by reducing sound levels or the time exposed to the noise or both (without ear protection);
- Provide ear protection to all workers and ensure that they are used correctly. The Regulations also require workers to comply with the employer's instructions in respect of noise exposure, including wearing ear protection or taking breaks where necessary;
- Mark ear protection zones and make sure that everyone who goes into them uses ear protection. This can include entrances to the stage, monitor mixing area, front barrier area, front-of-house sound mixing and lighting towers, and delay/distribution loudspeaker towers.

The Management of Health and Safety at Work Regulations 1999 will be put into practice. We will employ:

- A design of the PA system to minimise transmission of sound in the direction of residential properties.
- Control of the system retained by the event to ensure that noise limits are adhered to.

Sound Check timings:

***Please refer to production schedule**

During the event those involved in monitoring and controlling the sound will be in contact and able to maintain dialogue so as to adjust the levels if necessary.

We will nominate a member of its staff to be the main point of contact for all sound control. This will be Luke Mills.

We will set out to implement the following measures to control workers (employees and contractor's) exposure:

- Restricting the length of time spent in noisy conditions;
- Restricting music noise levels during sound checks;
- Shielding of work areas where workers do not need to fully hear the music to function properly, i.e. backstage, first-aid posts, and in areas used for organising the event, safety, control and administration, etc;
- Using ear protection in areas which are likely to exceed the first action level of 85 dB (A) and where there is no other practicable way of reducing the noise level below this level.

Communication

- All event staff will be in radio contact and communication will be made via radios. This will help to keep voice levels down.
- All event staff will be briefed about noise issues prior to the de-rig and the Production Manager will monitor and manage this process.

Technical get out and structures

- All crew working on site will be briefed to keep noise to a minimum and to avoid activities such as shouting across the site. They will communicate via radios.
- All equipment that requires moving will either be on wheels or carried, to avoid dragging of equipment across the site.
- All drivers will be instructed to switch off engines as soon as they are in position and to avoid unnecessary movement.
- All staff will be briefed as to noise sensitivities on site and will be asked to pack equipment away using methods to minimise noise impact

7 Refuse and Waste Management

The following has been arranged by the Hull City of Culture team to manage waste from the site:

Bins

Delivery of 40 x 360L green bins, chained in pairs: Sunday 1st January, 10:00 and spread across both zones.

Empty and removal of the bins has been arranged on Sunday 1st January from 22:00 onwards.

This will allow the disposal of 1.5 tonnes of waste.

Litter Pickers

There will be a crew "litter picking" and emptying bins between 21:00 – 00:00 on the 1st January.

Road Sweeper

This has been booked for 22:00 on the 1st January, post event and audience egress.

Production and Site Waste

All crew will be fully briefed to ensure that all site waste is disposed of in the skips and bins provided.

8 FFE

Signed Fire points with relevant fire fighting equipment will be pre-allocated in appropriate locations across the site in accordance with requirements. A Detailed Fire Fighting Equipment plan will be provided.

9 Site Electrical Safety Protocol

General

Generally, BS7909 will be followed, with other regulations and standards followed as appropriate.

All cables will be mechanically protected where necessary, either via cable matting or cable ramping. Where possible cables will follow the route of barrier lines or walls to avoid increased risk of trip hazards caused by cables or protective materials.

Any cables run overhead will be installed at such a height that persons cannot interfere with them.

Any cable ramp which crosses a public path likely to be used by a wheelchair user will include at least one wheelchair accessible ramp section.

All connectors used will be IP67 rated unless protected from water by other means.

All distribution points will be protected by barriers.

A competent **responsible person** will be on site at all times that cable and distribution equipment is installed in a safe and suitable manner.

Where possible class II equipment will be used to reduce the risk of electric shock.

All points of final distribution will be protected by 30ma RCDs, where possible diversity will be planned into the system by using RCD protection with higher values and longer delays further up the line.

Small installations (As defined by BS7909)

The responsible person will ensure that all equipment supplied has proof of testing within the last 12 months.

The responsible person will visually inspect all equipment to ensure that it appears safe and serviceable.

The responsible person will test each RCD using the 'TEST' button during installation.

The person responsible will ensure that all procedures detailed in BS7909 are followed, and that a certificate of completion is completed and retained.

Large installations (As defined by BS7909)

The person responsible will ensure that the system is designed and planned appropriately

The person responsible will ensure that all exposed metalwork is appropriately earthed

The person responsible will ensure that all distribution equipment for supplies over 6KVA is tested on site and a record of that testing retained

The use of generators

Where possible generators will not be used, with a preference given to local, permanent supplies

Where generators are the only option the generator will be used for all supplies and care will

be taken to ensure that the generator supply does not mix with any permanent site supply.

Where this is not possible suitable procedures will be followed by a competent person to ensure that the earthing arrangements take in to account the possibility of a fault across both supplies

Where generators are used, the generator will be installed in a compound accessible only to

competent and trained staff. Usually the generator compound will be within an already segregated and stewarded Back of House Compound

Where the generator compound is not within an already segregated compound, a dedicated steward will be allocated to ensure that unauthorized access to the generator is not gained. The generator will be installed by a suitably trained, competent person and once installed a sign off certificate will be provided. The generator will be equipped with emergency 'E' stops which will be tested before use.

10 Emergency and Contingency Planning

Incident Reporting

All incidents are to be reported to the Event Control Room.

Emergency Vehicle access

An emergency vehicle rendez-vous point for both zones is required and a proposed position will be provided in the next site plan and draft of the EMP for discussion with the ESAG.

Delay or Cancellation

If there is to be an extended delay or cancellation the audience will be informed over the show PA and via the screens. In the event of a cancellation, controlled egress of the site will be managed by stewards but a full evacuation will not take place.

Emergency and Evacuation Procedure

This plan details the procedures to be followed in the event of a major site incident leading to full or partial evacuation of site. On pre-production days the same procedures will be followed for staff.

Hull City of Culture as the event producers, will take the final decision to evacuate in consultation with the Event Liaison Team, Event Manager and Head of Security.

All decisions are to be made in conjunction with the following ELT members and any event decisions are to be made in conjunction with the Hull 2017 comms plan.

- Gary Beestone
- Chris Clay, Hull 2017 (including comms team)
- Bronze Police, Fire, Medic (with upscaling to silver if required)
- Hull CC licensing team

11 Event Health and Safety Management & Documents

11.1 Risk Assessment

Organisation: Hull UK City of Culture 2017 and Gary Beestone Ltd.

Name of Event: In With a Bang

Date of Event: 1st January 2017

Build: 30th and 31st December 2016

Strike: 2nd January 2017

Venue: Hull Marina

Performance Times: 18:30 – 21:30 approx. (event open hours, including ingress and egress)

Likelihood	1 – Very unlikely	2 – <i>Unlikely</i>	3 – May occur	4 – Likely	5 – Very likely
Severity (people)	1 – Very minor injury	2 – <i>Minor injury</i>	3 – Lost time due to injury	4 – Major injury	5 – Fatality
Severity (other)	1 – Very minor damage	2 – <i>Minor damage</i>	3 – Damage	4 – Major damage	5 – Catastrophic damage
Risk Factor 0–5 Acceptable Ensure controls maintained		Risk Factor 4–16 MEDIUM Risk factor above 9 Further action required		Risk Factor 17–25 HIGH Immediate action required	

REF NO	SUBJECT AREA	PEOPLE AT RISK	HAZARD (What might happen)	RATING Likelihood x Severity Rating = Primary Risk based on no controls			CONTROL MEASURES	RATING Likelihood x Severity Rating = Residual Risk			FURTHER PRECAUTIONS
				L	S	R		L	S	R	
1	BUILD AND BREAKDOWN										
	Vehicle Movement	Public and Staff	Collision resulting in injury	3	4	12	Get-in/ out Stewards under the instruction of the Production Manager will ensure that all vehicles/ drivers will be advised to drive at a maximum speed of 5mph.	1	4	4	Only essential vehicles to be permitted.
		Grass	Damage caused by wheels	4	3	12	No vehicles will be allowed onto the site while the public are present or after 11 am in the morning apart from production vehicles that will be accompanied by a team of stewards in high visibility jackets All vehicle drivers instructed to use hard standing routes only				All drivers to be advised to exercise caution while maneuvering.

	Infrastructure Installation/ Removal	Public and Staff	Injury through failure to maintain control of equipment and plant	3	5	15	A competent Production Manager will manage the build and removal of equipment and infrastructure. Competent contractors will be used for the installation of the infrastructure and risk assessments will be available in advance.	1	5	5	A Technical Manager will be on site to support technical liaison. Production Manager to reinforce to contractors the sensitivity required when working on site.
		Stones/ Paving/ Grass	Damage to surfaces by any temporary structures	3	5	15	There will be 1 qualified First Aider on site at all times during the build and de-rig periods. Risk of damage to the surfaces by any temporary structures will be monitored by production personnel, who will oversee contractors supplying and setting up structures. All feet/ legs will have appropriate protective material to avoid damage to surfaces. All equipment will be manhandled into position where it is located on the grass.	1	5	5	

							<p>Only essential cable ramps will be used on the grass and no hard flooring will be used on marquees positioned on the lawns.</p> <p>All feet of structures positioned on the grass will have plywood (or like) protection under them to spread the weight of the structure and protect the grass from damage.</p>				
	PA installation	Public and Staff	Danger of injury whilst rigging/ de-rigging during performances	3	5	15	<p>Full and separate Risk Assessment and Health & Safety documentation will be provided by all suppliers. Any areas of electrical distribution will be cordoned off. GB Ltd works with highly experienced companies who erect structures for GB Ltd frequently without incident.</p>	1	5	5	

	PA operation	Staff	Risk of electrocution	2	5	10	Only experienced and competent electricians will install electrical systems. Only trained and experienced sound engineers will operate the equipment.	1	5	5	
	Power Installation	Staff / Public	Risk of electrocution	2	5	10	Site power to be used and weather proof event cabling to be run out. Cable ramp to be used to ensure the cabling cannot be pulled up. Site power to be checked prior to use	1	5	5	
	FOH Platforms	Staff	Risk of tripping, falling off	3	3	9	Any FOH platforms will be low level (less than 600mm in height). They will be marked with white tape and within a barriered area.	1	3	3	
	Use of PA and power	Staff	Cables – Trip Hazard	3	3	9	All cables will be secured with gaffa tape, covered with rubber matting or cable ramped as appropriate.	1	3	3	

	Manual handling	Staff	Risk of injury due to negligence	3	4	12	The lifting of large or heavy objects will be assessed by the Production Manager and suitable numbers of crew or equipment (e.g. trolleys) will be provided. GB Ltd provides Personal Protection Equipment for all crew members. This includes hard hats, gloves, hi-visibility vests.	1	4	4	
	Manual handling	Contractors	Risk of injury due to negligence	4	4	16	Please see Contractors' Working Practices documents.	2	4	8	
2	VENUE										

	Marquees	Public and Staff	Danger due to fire	3	5	15	<p>GB Ltd to use a preferred supplier for provision of marquees.</p> <p>All Marquees comply with British Standard Industry regulations.</p> <p>Fire certification will be available. They are all flame retardant. Designated fire-points with CO2 and water extinguishers will be adjacent to Marquees (see Fire Extinguisher plan on site plan).</p>	1	5	5	

	PA system	Public and Staff	Potential risk of fire	3	5	15	<p>Regulation Fire Fighting Equipment (extinguishers) will be in place for all appropriate electrical equipment (see Fire Extinguisher plan).</p> <p>All equipment will be PAT tested.</p> <p>Competent and experienced personnel from supplying companies will be distributing the power for the event and supervising the equipment. They are GB Ltd preferred suppliers and are highly experienced in their field.</p>	1	5	5	
3	AUDIENCE WELFARE										

	Audience Numbers	Public and Staff	Danger of congestion & injury	2	5	10	<p>Access to the site will be restricted by access gates allowing entry to the site for ticketed persons only.</p> <p>There will be qualified First Aid personnel on site throughout the event.</p> <p>Please see Emergency and Evacuation procedure for more detail.</p>	1	5	5	<p>The number of scanned tickets will be reported to the event control room in real time,</p> <p>The Head of Security will liaise with the Event Manager regarding public safety and large crowd numbers.</p> <p>If large numbers attempt to enter the site, the public will be encouraged to disperse. If deemed necessary, an announcement will be made advising people to disperse in an orderly fashion and leave using 'safe' routes. Assisted by stewards, safe routes would be determined by the aforementioned persons dependent on the crowd size and location of congestion.</p>

	Disorderly Behaviour	Public and Staff	Disorder or aggressive acts	3	5	15	Due to the timing, length and nature of the event and the target audience we do not anticipate disorderly behaviour. The professional security company, Prestige will be monitoring crowd behaviour. Should a major incident arise, the Head of Security will immediately inform the Event Control Room who will inform the Police.	1	5	5	
	Evacuation	Public and Staff	Fire, explosion or panic	3	5	15	Please refer to Emergency & Evacuation Plan	1	5	5	
	Children and vulnerable people in crowds	Children and Vulnerable People	Children/ vulnerable people being separated from parents/ guardians	3	5	15	Please refer to Lost Children and Vulnerable People Procedure.	2	5	10	

	Noise levels	Public	Risk of injury or inconvenience due to high sound levels	3	3	9	GB Ltd works to implement strict adherence to stipulated sound levels. A sound check will be made before the event to set maximum levels. A decibel meter will be on site to monitor sound levels. Rehearsal timings have been scheduled to take place in sociable hours and where possible will be kept to a low level. Ear protection (plugs) will be available for any staff positioned where they may experience a prolonged exposure to noise.	2	3	6	
4	EVENT SPECIFIC RISKS										
	Equipment and Infrastructure	Equipment and Infrastructure	Risk of public tampering with equipment and infrastructure	2	5	10	There will be 24 hour security personnel on sites throughout the event build, show and de-rig period supervising the equipment.	1	5	5	

	High vantage points	Public	Possibility of injury from fall	3	3	9	Should members of the public climb onto site infrastructure to get better sightlines for performances, security will ask them to climb down and will monitor these areas.	2	3	6	
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11.2 Wind Management Plan

Designated Person: Technical Manager

Anemometer

An Anemometer will be installed on site for the duration of the event in order to take real time measurements of wind speed and direction.

The device will be programmed with maximum wind speed calculations triggering an alarm within a 15% contingency of the lowest max wind speed of 30mph.

The Production team will continually monitor adverse weather warnings via the met office.

Pyrotechnics

See separate information provided by Titanium Fireworks.

Strategy

All infrastructure builds will require full supporting documentation including but not limited to; technical drawings, structural calculations, risk assessments and construction method statements.

Further to the above, all structures are to be installed by competent contractors, who carry will issue a structural sign off document on completion.

Action

In the event that the mean wind speed on site reaches an average speed of 30mph for a sustained period of 10 minutes or more, the Production Manager will issue a High Wind Warning.

The Production Manager and Technical Manager will continue to monitor the situation with a view to initiating the following procedures for:

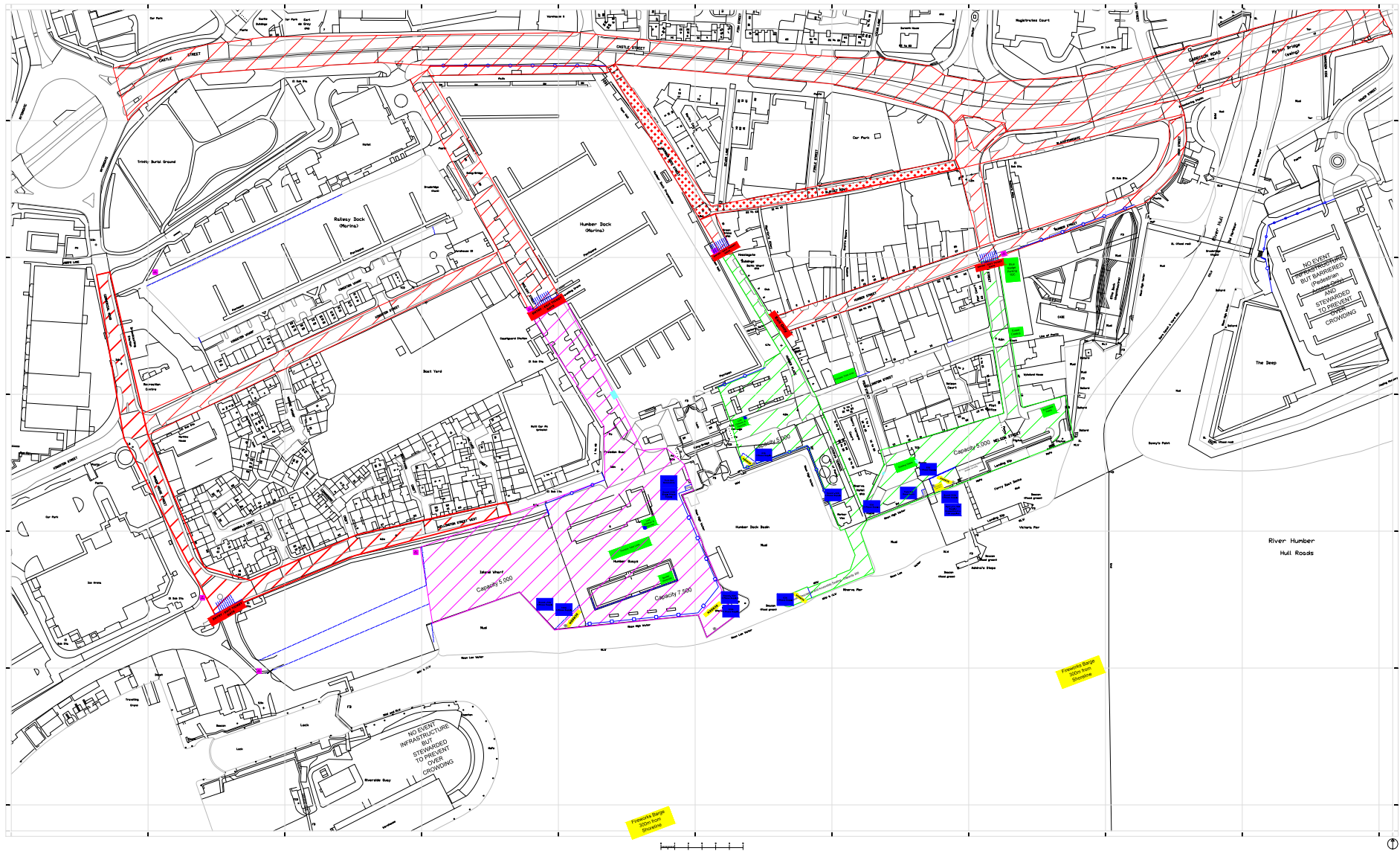
Structure	Wind speed	Action	Responsible
ORNC			
Speaker PA Structures	45mph	Site crew to lower load	Luke Mills
Production Marquees	40mph	Site Crew to remove side panels	Luke Mills
Production Marquees	60mph	Dismantle Structures	Luke Mills
FOH/ Lighting Towers	45 mph	Production Manager to clear area around structures/ dismantle if safe to do so	Luke Mills

Forecast

The forecast wind speeds will be recorded in this plan 1 day prior to the event.

Appendix 1

Site Plan



- GT Pedestrian Barrier
- Heras Fencing
- Heavy Duty Barrier
- Pink Ticketed Zone - B
- Green Ticketed Zone - A
- Closed to vehicle traffic
- Resident Access Only
- Production Infrastructure
- Event Infrastructure
- Controlled Access
- Concessions

Hull City Of Culture 2017

Site Plan

Scale 1:250 @ A0

21/11/16

Theatre and Events
1 + 44 (0) 20 7100 2163 www.garybasstone.com

Appendix 2

Risk Assessments, Method
Statements and Public
Liability

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
1	Fusing and preparation of fireworks / Pyrotechnics at Titanium Facility	Ignition leading to fire or explosion causing major injury or loss of life	Pre Display at Factory Facility or Magazine	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	10	4	40	1.1	All Fireworks in UN Cartons and carefully repackaged when fusing complete	H	8	4	32	Titanium F	
								1.2	Limited Quantities worked on at any time	H	6	4	24	Titanium F	
								1.3	Operation conducted in purpose built facility licensed under first registered premises	F	6	3	18	Titanium F	
								1.4	Only use correct tools, no tools which could create a spark, no hot work	F	6	2	12	Titanium F	
								1.5	Electrical igniters handled with extreme care and lead always protected by shroud	F	6	2	12	Titanium F	
								1.6	Operators wear PPE and adequate fire extinguishers provided	H	5	2	10	Titanium F	
										5	2	10			
2	Packing and loading of fireworks / Pyrotechnics for transport	Ignition leading to fire or explosion causing major injury or loss of life	Pre Display at Factory Facility or Magazine	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	10	3	30	2.1	Hazard Type 3 and 4 Only	H	8	3	24	Titanium F	
								2.2	All fireworks properly classified in UN approved boxes	H	8	3	24	Titanium F	
								2.3	Boxes stacked properly so as to prevent crushing / toppling	F	8	2	16	Titanium F	
								2.4	Box weight limited to minimise crushing and risk of manual handling errors	F	8	2	16	Titanium F	Boxes limited to 30kg by BPA scheme
								2.5	Boxes must never be dragged or dropped	F	8	2	16	Titanium F	
								2.6	Any igniters shunted and protected	F	8	1	8	Titanium F	
										8	1	8			
3	Incident during transport of fireworks / Pyrotechnics	Ignition leading to fire or explosion causing major injury or loss of life	Prior to display on road between Titanium Facility and display site	Operators / Titanium Fireworks Crew and Public	10	3	30	3.1	Drive with due care and attention	F	10	2	20	Titanium F	
								3.2	All drivers ADR Trained ADR rules observed where applicable	F	10	2	20	Titanium F	See also operator training manual
								3.3	Maintain distance from other hazardous cargoes	F	10	1	10	Titanium F	
								3.4	No Smoking and No Alcohol	F	10	2	20	Titanium F	
								3.5	Fire extinguishers for fighting wheel fires or cab fire to protect load	F	10	1	10	Titanium F	
								3.6	Vehicle UN Approved	F	10	2	20	Titanium F	Vehicle Limits Observed
										10	1	10			
4	Checking of Boxes by Security	Ignition leading to fire or explosion causing major injury or loss of life	Arrival at display site	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	10	2	20	4.1	Security check to be carried out in isolated area	H	10	2	20	Venue Security	
								4.2	No boxes to be scanned by high power RF field	F	10	1	10	Venue Security	
								4.3	Any box to be removed by operator only	F	10	1	10	Titanium F	
								4.4	Boxes must be re-sealed and securely stowed	F	10	2	20	Titanium F	
								4.5	Where possible security checks made off site and a seal attached to vehicle	H	10	1	10	Venue Security	
								4.6					0		
										10	1	10			

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
5	Unloading fireworks / Pyrotechnics at display site	Ignition leading to fire or explosion causing major injury or loss of life	Arrival at display site	Operators / Titanium Fireworks Crew	10	2	20	5.1	Minimum quantities unloaded to working quantity	H	10	2	20	Titanium F	
								5.2	All equipment to be stowed correctly and lashed down securely	F	10	2	20	Titanium F	
								5.3	Minimum number of people used to unload	F	10	1	10	Titanium F	
								5.4	Keep vehicle doors closed when not in use and unload single vehicle at a time	H	10	1	10	Titanium F	
								5.5	Use of plant and machinery to be used by trained operators with the correct ticket	F	10	1	10	Titanium F	
								5.6	Banks men to be used when vehicles are moved	F	10	1	10	Titanium F	
								Overall Risk Managed							
6	Unloading fireworks / Pyrotechnics at display site	Ignition leading to fire or explosion causing major injury or loss of life	Arrival at display site	Public	10	2	20	6.1	Keep Public away from display site, no unauthorised access	H	6	2	12	Venue / Titanium F	
								6.2	Crew to consist of experienced and trained competent pyrotechnicians	F	10	1	10	Titanium F	
								6.3	Operate a security cordon which is manned during set up	H	10	1	10	Venue / Titanium F	
								6.4	Introduce an accreditation scheme where by authorised people can be given access	H	10	1	10	Venue / Titanium F	
								6.5	Keep Vehicle doors shut when not in use	H	6	1	6	Titanium F	
								6.6	Minimise quantities unloaded to working quantities	H	6	1	6	Titanium F	
								Overall Risk Managed							
7	Rigging Fireworks / Pyrotechnics, Single Shot Tubes to Pyro Holders and Mortar tubes	Ignition leading to projectile effect causing injury to Operator	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	8	3	24	7.1	No Smoking on site or while handling fireworks	F	8	1	8	Titanium F	
								7.2	No High power RF transmitters in very close vicinity	F	8	1	8	Titanium F	
								7.3	No power to firing circuit	F	8	1	8	Titanium F	
								7.4	No sparking tools	F	8	1	8	Titanium F	
								7.5	Do not put body in the trajectory of the firework	H	5	2	10	Titanium F	
								7.6	Do not allow static build up or miss handling of aniters	F	8	1	8	Titanium F	
								Overall Risk Managed							
8	Rigging Fireworks / Pyrotechnics, Shells	Ignition leading to projectile effect causing injury to Operator	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	8	3	24	8.1	No Smoking on site or while handling fireworks	F	8	1	8	Titanium F	
								8.2	No High power RF transmitters in very close vicinity	F	8	1	8	Titanium F	
								8.3	No power to firing circuit	F	8	1	8	Titanium F	
								8.4	No sparking tools	F	8	1	8	Titanium F	
								8.5	Do not put body in the trajectory of the firework	H	5	2	10	Titanium F	
								8.6	Work with one box at a time	H	5	2	10	Titanium F	
								Overall Risk Managed							

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
9	Fitting Igniters to Fireworks / Pyrotechnics	Ignition leading to projectile effect causing injury to Operator	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	8	3	24	9.1 No High power RF transmitters in very close vicinity	F	8	2	16	Titanium F		
								9.2 No Power to firing circuit	F	8	1	8	Titanium F		
								9.3 Igniters to be carried around site in dedicated box	F	8	2	16	Titanium F		
								9.4 Do not allow static or induced current to effect igniter	F	8	1	8	Titanium F		
								9.5 Do not remove protective shroud to igniter	F	8	1	8	Titanium F		
								9.6 Operators trained in correct use of igniters and wear PPE	F	8	1	8	Titanium F		
								Overall Risk Managed			8	1	8		
10	Repairs and modifications to fireworks / Pyrotechnics	Ignition leading to projectile effect causing injury to Operator	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	7	3	21	10.1 Work on a single item at a time	H	7	3	21	Titanium F		
								10.2 No sparking tools	F	7	1	7	Titanium F		
								10.3 Do not put body in the trajectory of the firework	H	7	1	7	Titanium F		
								10.4 No power to firing circuit	F	7	2	14	Titanium F		
								10.5 Do not remove protective shroud to igniter	F	7	2	14	Titanium F		
								10.6 Operators trained in correct use of igniters and wear PPE	F	7	2	14	Titanium F		
Overall Risk Managed			8	1	8										
11	Loading Fireworks / Pyrotechnics on to Barges	Working on Water, Overhead crane loads, resulting in drowning or equipment dropped causing injury to person below	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	8	3	24	11.1 Operators wear life jackets at all times	H	7	3	21	Titanium F		
								11.2 Life rings positioned on dock side and barges	H	7	3	21	Titanium F HMB		
								11.3 Ensure no person is below when lifting	H	6	3	18	Titanium F		
								11.4 Crane and fork lift to raise and lower equipment	H	6	3	18	Titanium F		
								11.5 All equipment and fixings to be tethered and properly loaded	H	5	3	15	Titanium F		
								11.6 Crew to wear hard hats and ensure clear while crane lifts are in operation	H	4	3	12	Titanium F		
Overall Risk Managed			5	1	5										
12	Working at height leading to a fall or dropping equipment	Working at height, falling form height resulting in death	King George Dock	Operators / Titanium Fireworks Crew other contractors (Public kept segregated from this operation)	10	2	20	12.1 Operators wear PPE including fall arrest harness and chin strap helmet where necessary	H	8	2	16	Titanium F		
								12.2 Operators receive specific WAH training	F	8	1	8	Titanium F		
								12.3 Hand rails and safety rails installed to prevent fall	H	6	1	6	Titanium F HWB		
								12.4 No Lone working	F	6	1	6	Titanium F		
								12.5 All equipment to be tethered	H	6	1	6	Titanium F		
								12.6 Strict Work permit system is in place to ensure all work is safe	F	8	1	8	Titanium F		
Overall Risk Managed			6	1	6										

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments				
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product						
13	Wiring of Igniters in to firing System	Ignition leading to projectile effect causing injury to Operator	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	10	2	20	13.1	Ensure power is switched off on firing system	H	6	2	12	Titanium F					
								13.2	No testing to be conducted while rigging	H	6	2	12	Titanium F					
								13.3	Never put any part of body over trajectory of firework	H	6	2	12	Titanium F					
								13.4	Isolate common earth disable while wiring in igniters	H	6	2	12	Titanium F					
								13.5	Stop work during thunder storm	H	6	2	12	Titanium F					
								13.6	Igniters to be transported around site in dedicated box	F	6	1	6	Titanium F					
								Overall Risk Managed											6
14	Testing Circuits	Ignition leading to projectile effect causing injury to Operator	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	10	2	20	14.1	Clear site of all personnel	H	6	2	12	Titanium F					
								14.2	Clear site of other personnel or contractors	H	6	2	12	Titanium F					
								14.3	Observe correct testing regime procedure	H	6	2	12	Titanium F					
								14.4	Do not test during thunder storm	F	6	1	6	Titanium F					
								14.5	Radio communications enabled by all crew	F	6	1	6	Titanium F					
								14.6											
Overall Risk Managed											6	1	6						
15	Accidental Ignition Pre show (whatever the source) of fireworks including shells	Ignition leading to unplanned firing projectile effect causing injury to Operator	King George Dock	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	8	2	16	15.1	Non operators should be in final show position	H	5	2	10	Titanium F					
								15.2	Do not place any part of the body over a firework during set up and firing	H	4	2	8	Titanium F					
								15.3	Operators to stand more than 5 meters from a firing position	H	3	2	6	Titanium F					
								15.4	Operators to wear PPE	H	3	2	6	Titanium F					
								15.5											
								15.6											
Overall Risk Managed											3	2	6						
16	Firing of the Display Normal debris travelling down wind outside planned area	Leading to ignition of flammable materials or injury	During Display	Operators / Titanium Fireworks Crew	10	2	20	16.1	Crew wear PPE to include spark proof cloths and hard hats	H	8	2	16	Titanium F					
								16.2	Significant safety distances are achieved, some in excess of 300 meters	H	4	2	8	Titanium F					
								16.3	All operators are a safe distance from pyrotechnics when fired	H	4	2	8	Titanium F					
								16.4	Operators act as spotters and fire marshals with fire extinguishers on hand	H	4	2	8	Titanium F					
								16.5	Curtailment plan in place should wind speed increase or direction change	H	4	2	8	Titanium F					
								16.6											
Overall Risk Managed											4	2	8						
17	Firing of the Display Normal debris travelling down wind outside planned area	Leading to ignition of flammable materials or injury	During Display	Public / Contractors / Performers	8	8	64	17.1	Curtailment plan in place to remove product when required	H	2	8	16	Titanium F					
								17.2	Short burning effects used, no long burning stars	H	2	2	4	Titanium F					
								17.3	Curtailment plan in place should wind speed increase or direction change	H	2	1	2	Titanium F					
								17.4	Significant safety distances are achieved, some in excess of 300 meters	H	2	1	2	Titanium F					
								17.5											
								17.6											
Overall Risk Managed											2	1	2						

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
18	Selective Removal of Fireworks due to unfavourable wind conditions or security breach	Debris or fallout landing on people or buildings	During Display	Operators / Titanium Fireworks Crew and Public	6	4	24	18.1	An agreed curtailment plan in place to remove product in certain conditions	H	4	4	16	Titanium F	
								18.2	Fireche firing system allows for immediate shut down or selective removal of product	H	2	4	8	Titanium F	
								18.3	Good communication exists between firing control and event control	H	2	4	8	Titanium F	
								18.4	Spotters in place to report potential problems	H	2	4	8	Titanium F	
								18.5	Continual monitoring of wind speed and direction	F	2	4	8	Titanium F	
								18.6	Modeling of effects to assess limits where curtailment is implemented	H	2	4	8	Titanium F	
								Overall Risk Managed							
19	Smoke drift towards areas of concern	Distraction leading to accident	During Display	Operators / Titanium Fireworks Crew and Public including those not attending the event	10	2	20	19.1	Contingency / Curtailment Plans in place for adverse weather	H	8	2	16	Titanium F	
								19.2	Road is closed during the display	H	6	2	12	Titanium F	
								19.3	Even organiser signed up to curtailment plan in advance	H	8	2	16	Titanium F	
								19.4	Significant safety distances are achieved, some in excess of 400 meters	H	4	2	8		
								19.5					0		
								19.6					0		
Overall Risk Managed											4	2	8		
20	Malfunction of firework / Pyrotechnics leading to disruption of adjacent effect	Firing firework at low angle towards Operators	During Display	Operators / Titanium Fireworks Crew	10	2	20	20.1	Robust method statement of racking employed to prevent disruption	H	6	2	12	Titanium F	
								20.2	Operators in close proximity wear PPE	H	4	2	8	Titanium F	
								20.3	Tubes securely attached in two places on purpose built base, disruption unlikely	H	4	2	8	Titanium F	
								20.4	Separation between tubes is employed	H	3	2	6	Titanium F	
								20.5	Ladder racks for shells employed which have undergone destructive testing	H	3	2	6	Titanium F	
								20.6					0		
Overall Risk Managed											3	2	6		
21	Malfunction of firework / Pyrotechnics leading to disruption of adjacent effect	Firing shot tube at low angle towards Public	During Display	Public / Contractors / Performers	10	2	20	21.1	Robust method statement of racking employed to prevent disruption	H	6	2	12	Titanium F	
								21.2	Public a long distance away from effects	H	4	2	8	Titanium F	
								21.3	Shot tubes securely attached in two places on purpose built base, disruption unlikely	H	4	2	8	Titanium F	
								21.4	Tested method statement used to ensure adjacent tubes remain upright	H	3	2	6	Titanium F	
								21.5					0		
								21.6					0		
Overall Risk Managed											3	2	6		
22	Catastrophic failure of firework / Mortar Shell leading to disruption of adjacent shells	Firing shell at low angle towards Public	During Display	Public / Contractors / Performers	10	3	30	22.1	Robust method statement of racking employed to prevent disruption	H	10	2	20	Titanium F	
								22.2	Ladder racks for shells employed which have undergone destructive testing	H	10	2	20	Titanium F	
								22.3	Public are a considerable distance from barges	H	10	2	20	Titanium F	
								22.4	Tested method statement used to ensure adjacent tubes remain upright	H	10	2	20	Titanium F	
								22.5	Separation between tubes is employed	H	10	1	10	Titanium F	
								22.6	Fireworks sourced from reputable suppliers offering higher standards of quality and performance				0		
Overall Risk Managed											3	2	6		

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
23	De Rigging Operations leading to ignition	Ignition leading to functioning of firework	Clear Up	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	8	3	24	23.1	Cool Down period of 10 minutes to allow for a miss fire to ignite	F	8	1	8	Titanium F	
								23.2	No person allowed near a firing position during cool down	H	6	1	6	Titanium F	
								23.3	Site security maintained through out clear up	H	6	1	6	Titanium F	
								23.4	Operators trained to deal de rig properly and check all fireworks prior to moving	H	6	1	6	Titanium F	
								23.5	Operators wear correct PPE	H	6	1	6	Titanium F	
								23.6					0		
								Overall Risk Managed							
24	Removal of Live Fireworks / Pyrotechnics	Ignition leading to functioning of firework	Clear Up	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	8	4	32	24.1	Allow Cool down period of 10 minutes	F	8	3	24	Titanium F	
								24.2	Visual inspection of product prior to removal to ensure there is not hot debris	H	8	2	16	Titanium F	
								24.3	Removed product are returned to an approved safe carton	H	8	2	16	Titanium F	
								24.4	Operators wear correct PPE	H	8	1	8	Titanium F	
								24.5	Carton is properly sealed and stowed on vehicle to be taken back to facility	H	8	1	8	Titanium F	
								24.6	Use will be stored in the closed steel container on the barge until towed back to KCO	H	6	1	6	Titanium F	
								Overall Risk Managed							

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
25	Removal of spent Fireworks / Pyrotechnics and firing Equipment	Falling and dropping from height injuring persons below	Clear Up	Operators / Titanium Fireworks Crew (Public kept segregated from this operation)	10	2	20	25.1	Operators trained in WAH	H	8	2	16	Titanium F	
								25.2	All tools and equipment to be tethered	H	8	2	16	Titanium F	
								25.3	Ensure no person is below when lowering	H	6	2	12	Titanium F	
								25.4	Banks men at base of forklift	H	6	2	12	Titanium F	
								25.5					0		
								25.6					0		
Overall Risk Managed											6	1	6		
26	Loading of Vehicle for Transport	Ignition Leading to fire and explosion	Clear Up	Operators / Titanium Fireworks Crew	10	2	20	26.1	Live material to be packaged in correct VCA cartons	F	10	1	10	Titanium F	
								26.2	Operators to wear correct PPE	F	10	1	10	Titanium F	
								26.3	Experienced and trained crew used for this operation	F	10	1	10	Titanium F	
								26.4					0		
								26.5					0		
								26.6					0		
Overall Risk Managed											10	1	10		

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
27	Loading of Vehicle for Transport	Ignition Leading to fire and explosion	Clear Up	Public	10	2	20	27.1	Public excluded from loading area	H	2	2	4	Titanium F	
								27.2	Site security maintained through out clear up	H	2	2	4	Titanium F	
								27.3	Accreditation in place	H	2	2	4	Titanium F	
								27.4	Public at least 50 meters from vehicle	H	2	1	2	Titanium F	
								27.5					0		
								27.6					0		
								Overall Risk Managed							
28	Incident during transport of Fireworks / Pyrotechnics from display site to Titanium Fireworks storage facility	Ignition leading to fire / explosion in load	Post Display	Operators / Titanium Fireworks Crew	10	3	30	28.1	Drive with due care and attention	F	10	2	20	Titanium F	
								28.2	ADR trained drivers and ADR rules observed	F	10	2	20	Titanium F	
								28.3	Maintain distance from other hazardous loads	F	10	1	10	Titanium F	
								28.4	No smoking	F	10	2	20	Titanium F	
								28.5	Vehicle UN Approved	F	10	2	20	Titanium F	
								28.6	No Alcohol	F	10	2	20	Titanium F	
								Overall Risk Managed							
29	Unloading Fireworks / Pyrotechnics at Base	Ignition leading to fire / explosion	Factory site	Operators / Titanium Fireworks Crew	10	3	30	29.1	Minimise quantities to working loads only	H	8	3	24	Titanium F	
								29.2	Keep vehicle door shut	H	8	3	24	Titanium F	
								29.3	do not unload near other storage facility	H	6	3	18	Titanium F	
								29.4	Only Trained and experienced operators to unload	F	6	2	12	Titanium F	
								29.5					0		
								29.6					0		
Overall Risk Managed											6	2	12		
30	Using Plant and machinery	In proper use leading to injury	Display Site or Factory	Operators / Titanium Fireworks Crew	10	3	30	30.1	Operators require training	F	10	2	20	Titanium F	
								30.2	Machinery must be in good working order	F	10	2	20	Titanium F	
								30.3	Banks man required when moving vehicles	F	10	2	20	Titanium F	
								30.4	Operators wear hi viz vests	F	10	1	10	Titanium F	
								30.5					0		
								30.6					0		
Overall Risk Managed											10	1	10		

Item	Description of Procedure or Activity	Hazard and Effect	Location / Date	To Whom	Initial Risk (see key)			Sub Item	Mitigation, minimise Hazard (H) or Frequency (F)	H / F	Managed Risk (see key)			Responsibility	Comments
					Hazard Index	Frequency Index	Risk Product				Hazard Index	Frequency Index	Risk Product		
31	Disposal of unspent fireworks / Pyrotechnics	Ignition leading to fire / explosion	Factory site	Operators / Titanium Fireworks Crew	10	3	30	31.1 Only experienced personnel to dispose of fireworks	H	8	3	24	Titanium F		
								31.2 Only limited live fireworks to be disposed of at a time	H	6	3	18	Titanium F		
								31.3 Disposal conducted on proper burn site	H	6	3	18	Titanium F		
								31.4 No lone working	F	6	3	18	Titanium F		
								31.5 Detailed method statement exists for firework disposal	F	6	2	12	Titanium F		
								31.6				0			
Overall Risk Managed											6	2	12		
32	Manual Handling of equipment leading to personal injury	Injury to operator	All Sites	Operators / Titanium Fireworks Crew	5	5	25	32.1 Manual Handling Training conducted in house to all staff	F	5	3	15	Titanium F		
								32.2 A director of the company has undergone manual handling training	F	5	3	15	Titanium F		
								32.3 All manual handling to limited to 25kg max weight	H	4	3	12	Titanium F		
								32.4 Lifting equipment to be provided where necessary	F	4	3	12	Titanium F		
								32.5 Sack barrows and pallet trucks supplied at each loading and unloading location	F	4	2	8	Titanium F		
								32.6 No stooping, twisting, reaching or lifting above the head	F	4	2	8	Titanium F		
Overall Risk Managed											4	2	8		

TITANIUM

FIREWORKS

RISK ASSESSMENT AND METHOD STATEMENT



Hull 2017

In With a Bang

New Year's Day 2017

1

TITANIUM FIREWORKS LIMITED

Version 16.2 – Updated 22nd November 2016

STATEMENT OF DOCUMENT

This risk assessment and method statement has been prepared by the directors of Titanium Fireworks Limited to cover the firing of firework and pyrotechnic displays. We have met to discuss all aspects of this document, taken advice from industry experts and intend this document to be reviewed and updated as necessary. This document is supported by our own, and professional research that is cited in the references section and is available upon request. The document is designed to cover all aspects of the show safety from our company's point of view but this can be amended if deemed necessary a representative on site to cover dynamic situations. The document is structured as follows;

1. Glossary of terms
2. Project Information
3. Site specific plans
4. Site visit questionnaire (completed)
5. Copy of insurance documentation
6. General safety and policy
7. Health and Safety at Work Act
8. Training and accreditation
9. Safety management systems
10. Duties of the display leader
11. Specific product assessments
12. Set up of the display
13. Firing of the display
14. List of sequence of works to deliver the display
15. Statement in relation to smoke and fireworks distraction to drivers
16. Mobile communication device and Smoking Policies
17. Curtailment Plan
18. List of references, appendices and supporting documents

1. Glossary of Terms

- “Titanium”* - Titanium Fireworks Limited
- “RAMS”* - Risk Assessment and Method Statement
- “Hand fired”* - A show where all, or the vast majority of the product is fired by direct input of manual ignition from the operator.
- “Designer”* - The person involved in planning the display, and the artistic design.
- “Display leader”*- The person in charge of the display on the day of firing, responsible for all Titanium employees, and delivery of the display in all areas, and on site point of contact for the client and other contractors needing to liaise with the fireworks team.
- “Directors”* - The directors of Titanium; Mr Toby Alloway, Mr Darryl Fleming, Mr Ian Walker and Mr Simon Page.
- “Site”* - The venue of the event which includes but is not limited to the fireworks exclusion zone, audience areas, staff areas, as well as buildings or structures.
- “Fireworks exclusion zone”* – The area set apart within the site that is kept clear of all but essential personnel, to allow the safe setup and firing of fireworks.
- “Fireworks firing area”*- The area within the exclusion zone that is set apart for the physical setup and firing of fireworks.
- “Fallout”* - Fallout is created as fireworks are pyrotechnic compositions contained largely in cardboard tubes or layers of paper casing. During production layers of paper are pasted until it dries hard forming a multi layered card composite or outer shell. When a firework is ignited this paper or card casing is partially destroyed and partially fragments depending on the force of the ignited firework. These card board casings and tubes fall back down to the ground as firework debris or fallout.

2. Project Information

Project Name: In With A Bang, Hull 2017 City of Culture Launch

Date of Display: Sunday 1st January 2017

Firing Time: 20:17

Display Duration: 11 minutes 50 seconds

Display Address: River Humber
West Barge, 53° 44' 04.92" N, 0° 20' 05.8" W
East Barge, 53° 44' 07.97" N, 0° 19' 50.41" W

Client Contact: Melissa McVeigh
Hull UK City of Culture 2017
Pacific Exchange Building
40 High Street
Hull HU1 1PS

Telephone: 01482 318 959

Mobile: 0755 739 8447

Email: Melissa.Mcveigh@hull2017.co.uk

Firework Contractor: Titanium Fireworks Ltd

Office: 020 7183 9665

Email: group@titaniumfireworks.com

Display Director: Darryl Fleming

Mobile: 07702 124 441

Email: darryl@titaniumfireworks.com

The final decision whether a display is safe to fire or whether part or all the display needs to be withdrawn rests entirely with the display leader on the day of the display and the safety consultant or representative of Hull 2017. If at any stage, it is thought likely that for reasons of safety the display may need to be curtailed or cancelled the display leader on the site will liaise directly with the client. It is however worth noting that it is highly unusual to have to cancel a display.

It is however worth noting that it is highly unusual to have to cancel a display. Due to the importance and nature of this event a very detailed curtailment plan has been drawn up to include the disabling of product depending on size and debris pattern for certain wind speeds and directions. Given that this display is fired from two barges 300m from the shoreline, there is a high degree of redundancy and resilience built in, added with the capability of moving the barges to increase the downwind fallout safety zone on the event of winds blowing directly on shore or of an unusually high speed, it is unlikely that high winds will require significant curtailment. The most likely scenario for high winds is the ability of the barges to hold position, a wind speed cut off for barge movement should be obtained from Humber Work Boats.

3. Site specific plans

- 3.1.1.** Titanium Fireworks have been procured by Hull 2017 to deliver a spectacular aerial firework display to launch the start of 2017, the year in which Hull celebrates City of Culture status, the display has been coined the name, “In with a bang”.
- 3.1.2.** Working closely with Hull 2017, Titanium Fireworks have been contracted to deliver the display from two barges moored approximately 300 metres from the shore line adjacent to the main viewing area which is managed by Gary Beestone Ltd. The display is synchronised to a specially commissioned soundtrack which will be broadcast to the main viewing area along with video content that makes up the creative element of the show. The display is scheduled to start at 20:17 pm on 1st January and has a duration of 11 minutes and 50 seconds.
- 3.1.3.** The display has been designed to make use of the available space in the context of any unique restrictions within the area on the River Humber. The firing site has been visited as shown in section 4. The firework area has been selected and any relevant specific factors noted on the aerial scheme in section 4.
- 3.1.4.** Two large ships suitable for launching fireworks from have been sourced via Humber Work Boats, the Rebecca M and Collingham, both ships are self-propelled and can be held in position against the tide. High tide at Albert Dock is predicted to be at 20:00, at the time of the show the tide will be on the turn to an ebb current, the tide height is predicted to be 7.4 metres.
- 3.1.5.** This is a suitable site, with adequate safety distances from the fireworks firing area to the audience. As the entire show is rigged on two barges, there is a high degree of flexibility to move the fireworks further away from the audience in the event of adverse weather. A degree of redundancy is built in to the display at the design stage to make the display as robust as possible against unfavourable wind speeds and direction.
- 3.1.6.** Titanium Fireworks offer considerable experience of delivering high profile events both on land and water, the team behind the company were responsible for the design, delivery and production of the four ceremonies for the London 2012 Olympic and Paralympic ceremonies and the Mayor of London New Year’s Eve display for the last six years.

- 3.1.7.** The barges require a minimum of 250meter exclusion zone around them from other waterborne river traffic, this exclusion is recommended to be extend up to 300metres in the downwind location. The largest shell size used is 150mm shells which reach heights of 300m with a burst diameter of 175 meters. The fireworks exclusion area when made available to us will be free from the public. Only Titanium employees and essential personnel working on the river will be allowed into this area.
- 3.1.8.** The crew will consist of a total 18 people starting from 27th December and completing the de rig and clear up by close of play in 2nd January 2017. The fireworks will be delivered over two loads in a 7.5 tonne lorry, the first delivery is on 28th and the second on the 29th December 2016. The equipment will arrive at the dock along with our set up infrastructure in a 40ft trailer on Thursday 22nd December. A crew of 8 people per barge and two senior technicians will rig and load the barges at East Dock Quay 12 King George Dock HU9 5PS, working times will be from 09:00am to 18:00, it is envisaged that on show day assuming the install is on schedule that we will commence work at midday as it is expected that once the display has fired, the crew will need to make safe while the boats travel back to the dock. It is envisaged we will finish at midnight of the 1st to return at 09:00 on 2nd to complete the de rig.
- 3.1.9.** Our firing control will be in the wheel house of each of the barges, with a third control location on the shore where the FSK time code will be broadcast to synchronise the barges with each other and with the music. Only the lead firer and assistant is required to fire the display, the other 6 members of crew will be in radio contact to act as spotters. We require 2 x 13amp sockets for laptop charge and firing panel charge on each barge and a 13amp power supply for the solid states playback device and radio transmitter at the shore control location.
- 3.1.10.** Aerial Site Map – please see Section 4 on page 11.

4. Stakeholders

4.1. With an event of this scale and importance there are several different stakeholders who have some degree of ownership and responsibility and who require notification and information relating to our operation to ensure that any potential conflicts or introduced risks have been either eliminated or properly assessed to within acceptable limits. For clarification, below is a summary of the major stakeholders who form part of the overall coordinating team.

- Hull 2017 - Hull City of Culture 2017
- HCC - Hull City Council
- ABP - Associated Bridge Ports
- HM- Harbourmaster
- GB- Gary Beestone Ltd
- TF - Titanium Fireworks
- HWB - Humber Work Boats

Titanium Fireworks Team

- Director Darryl Fleming – 07702 -124 441
- Director Simon Page – 07939 021 175
- Director Toby Alloway – 07770 431 675
- On Site Director Ian Walker – 07584 252 454
- Senior Pyrotechnician Peter Povall – 07970 443 730

Site visit questionnaire (completed)

- 4.2. Survey completed by : Darryl Fleming, Ian Walker and Simon Page
Date survey completed : 24th August and 12th October 2016

- 4.3. Titanium have conducted a site visit and survey of the display location to ensure that the display can be fired safely. We have considered the many factors which govern the suitability of a site where it is proposed to have the firework display. Some sites are too restrictive and may simply be unsuitable for any fireworks to be fired. Other sites may provide some minor restrictions which will dictate the size and type of fireworks which can be used. The site has been considered not only for the suitability of the fireworks but also the audience and any other attractions or facilities the event has to offer, i.e. bonfires, funfairs and marquees.

The following is a non-exhaustive list of the factors which govern the suitability of a site and what factors will dictate the size and type of fireworks to be used;

Note: the prevailing wind is marked on all our schemes as being the most likely direction the wind will blow according to the UK climate. This is not saying the wind WILL blow in this direction.

- 4.4. Is the site suitable for the proposed event? Is it large enough in size to position the fireworks and audience, with suitable safety distances? Does the site have a large enough downwind area for fallout?

Yes – two barges held off in the Humber Basin approximately 300 meters from shore with the flexibility to move the barges and increase the downwind safety distance if required.

- 4.5. Is the audience line of sight free from any obstructions which may impede the audience view for certain firework types? *e.g. ground level fireworks viewed with and shrubs in the way.*

The sight lines are good, there are no obstructions on the water any vantage point from land that can see the river will have an uninterrupted view of the display.

- 4.6. Is the firing zone clear of any overhead obstructions?

Yes.

- 4.7. What is the vehicular access like to the site, will the firework vehicle be able to get to the site, and are there any height restrictions? If the vehicle cannot get to the site are there other provisions which can be made to transport the fireworks and tackle to the site?

Vehicle access is ideal. The vans and lorries can park up alongside on the quay dock wall and drive directly in to the setup area.

- 4.8. Is there acceptable access for emergency vehicles?

Yes

- 4.9. Is the surrounding area free from any notable hazards? *e.g. thatched roofs, dry crops in fields, petrol stations, etc.*

The set-up area is located at quay 12 at King George Docks, this is a dedicated explosives berth licensed to handle class 1 explosives. The quantity of fireworks and hazard type are well within the limits of the license. The fireworks used are Hazard type 3 and 4 and do not exceed 2000 kg net explosive content. The actual display, the barges are in the Humber basin where there are no hazards within the shore line which is proposed to be 300 meter away.

- 4.10. Is there a suitable distance around the display site that is not used to graze or hold livestock, or private individuals with horses?

Yes.

- 4.11. Is display site outside of the scope of airports, aerodromes or bodies of water that would require us to gain additional permissions?

The nearest airport is Brough which is 9.14 miles to the west, however the display is not on the flightpath and so notification is not required under the guidance of CAP 736

- 4.12. Are there any neighbours who need to be notified? Care should be taken when close to hospitals, retirement homes or densely populated areas.

The display is a major national event for the city of Hull and is widely advertised. Tickets have gone on sale for the event and sold out very quickly, it is reasonable to assume that all residents in the area will be aware of a firework display event being planned.

4.13. If the display is to be held on public land has the local authority been informed? If the display is on private property does the land owner give their consent?

Permissions have been sort from the port authority for the set up and loading of the barges and the harbor master consulted for the location of the barges and the display.

4.14. Will the fireworks need to be stored at the site or is the display rigged and loaded on the same day of the display?

The fireworks will be delivered in two loads with the first load arriving on 28th December and the second load on 29th, the fireworks will be used within five days of loading and therefore storage requirements and license are not required in accordance with the explosives act 2014.



SITE AERIAL SCHEME



5. Copy of insurance documentation



T 0117 922 0420

F 0117 376 3766

59 Prince Street, Bristol BS1 4QH

www.precisionbroking.com

Insurance Cover Note

Insured: Titanium

Insurer	Policy	Policy Number	Policy Period
Acappella	Combined Liability	16017828	01/06/2016 to 31/05/2017
Am Trust Europe Ltd	Excess liability layer	B0385B17828	01/06/2016 to 31/05/2017
QBE	Excess Liability layer	TBA	01/06/2016 to 31/05/2017
BEAZLEY	All Risk Equipment	W1426616PNWV	01/06/2016 to 31/05/2017

Employers Liability **£10 million**
Public/Product Liability **£20 million**

Geographical limitations UK
Jurisdictional limitations UK

Excess Nil

Property Insurance All risk property insurance including full theft

Technical Equipment Including Owned and Hired in Plant and Machinery **Sum insured**
£375,000

Geographical Limitations Worldwide (excluding war zones or hostile territories)

Please refer to the policy schedule and wording for exact terms, conditions and warranties.
The information provided is based on the insurance arrangements at the time of writing. Alterations may be made during the period of cover. Any expiry date shown represents the normal expiry date of the policy. In some circumstances, such as in the event of non-payment of premiums due, cancellation could occur before the normal expiry date. We should be pleased to confirm the current position upon request.

Signed

Precision Broking Ltd
59 Prince Street, Bristol
BS1 4QH

Registered in England and Wales
Company number: 06808320
Registered office: 59 Prince Street, Bristol BS1 4QH
Precision Broking Ltd is authorised and regulated by
the Financial Conduct Authority – Firm No. 502742

6. General safety and policy

- 6.1. The health and safety of the public, crew and other contractors as well as the protection of buildings, both permanent and temporary is of utmost importance to the planning of this display. The planning factors of the display from both a production and design process have taken into account, but are not limited to, the following aspects.
- A risk assessment has been conducted for each stage and process of the delivery of the display.
 - The mitigation / control measures of each identified risk become the basis for the operating procedure for the event.
 - An assessment of the basic design and selection of fireworks is dependent upon the known hazards for each location.
 - Basic layout of the firing location is also dictated by the surrounding area and hazards.
 - The environment where the fireworks firing area is located will dictate the specific rigging methodology, for example protecting the grass and not digging in to the ground.
 - Contingency plans for alternative displays and the prioritising of certain effects for selective removal.
- 6.2.1. Titanium will be responsible for the overall safety of their operators, public and built environment from the point of view of the storage, transport, loading and firing of the firework display. We recognise and accept our responsibilities and duty of care we hold under the Health and Safety at Work Act 1974.
- 6.2.2. Titanium are legislated and operate under the explosives act 2014 which replaced the legislation for manufacture and storage of explosives regulations, MSER. Titanium Fireworks adhere to the regulations and guidance set out by the health and safety executive in relation to quantity, hazard type, handling and use of explosives.
- 6.2.3. All fireworks used in this display have been approved by the Health and Safety Executive of the United Kingdom (HSE). All fireworks are authorised and classified by the HSE and appear on their List of Classified Fireworks and Explosives, (LOCEF). Documentation for these approvals is available upon request prior to arrival on site on the day of the display.

6.2.4. Titanium is owned and run by some the most experienced people within the firework industry, boasting a combined experience of some 50 years. This team has designed and delivered some of the most notable displays of the decade including, London 2012 Olympic and Paralympic Ceremonies, 2014 Commonwealth Games, Rugby World Cup 2015, The Mayor of London New Year’s Eve, Edinburgh’s Hogmanay and many more.



7. Health & Safety at Work Act

- 7.1. Titanium are committed to their responsibilities under HSWA and all subordinate legislation. A copy of our Health and Safety Policy can be provided upon request. Titanium have a responsibility to the safety of persons in their employment and members of the public alike. The risk assessment and hazard assessment (section 17) have been undertaken to ensure that people in our employment and members of the public are not exposed to unnecessary or unacceptable risks to their safety or health.
- 7.2. All of our operators are confident and competent to conduct the necessary work to put on a firework display. We employ a network of dedicated and experienced firers who regularly fire displays throughout the year. As such Titanium has a highly experienced team of operators who have relevant experience of firing small and large scale displays from unusual locations such as barges, structures and buildings, as well as more traditional locations like open green field sites.
- 7.3. From a firing perspective an assessment of each firing location and potential risk to people, nearby buildings and structures has also been made. This assessment is the basis for decisions relating to firework size and type which can be used, *i.e. which type of firework is appropriate to use in a certain location due to its proximity to people and buildings*. Potential risks have been highlighted and the distance from firing areas calculated. In designing and choreographing the display only those fireworks deemed suitable to use will be used in the display to ensure that public safety and the built environment is not compromised.
- 7.4. All fireworks and pyrotechnics together with the locations from which they are to be fired have been evaluated to ensure:
- Safety for the public
 - Safety for the firework crews
 - Safety for other crews, contractor's, performers or employees engaged in other tasks inside and outside the event area
 - Protection of public and private property
 - Safety of vehicles and commercial structures, including lighting, street furniture, flora and fauna, sculptures and monuments.

8. Training and Accreditation

- 8.1.** Titanium are committed to the objectives and aims of the British Pyrotechnists Association, (BPA), and as such we support the BPA training scheme. All full time employees and our senior part time firers have undertaken the BPA training scheme. Titanium are committed to ensuring that all operators are fully confident and competent to undertake their duties and that they are aware and familiar with the potential risks that they are exposed to.

- 8.2.** Titanium Fireworks are members of the British Pyrotechnists Association as well as the Explosives Industry Group (EIG), which is a sub-committee of the Confederation of British Industry (CBI).

- 8.3.** The vast majority of our firers are BPA trained but we always ensure that any person is employed by us is only asked to undertake tasks within their skill set and capability, and that they carry out these tasks in a safe, structured and considered manner.

9. Safety Management Systems

9.1. Defined Health and Safety Policy

9.1.1. Titanium accept that it is their obligation to ensure the Health and Safety of persons in its employment and members of the public who attend the display. Our full Health and Safety Policy can be provided on request.

9.2. Purchase of Fireworks

9.2.1. In accordance with the Health and Safety Executive and the Guidance Document for Organised Pyrotechnic Displays (Jan 2006), and the BPA additional information for professional displays all fireworks are correctly classified. Titanium have all their products listed on LOCEF, (List of Classified Explosives and Fireworks).

9.2.2. The Pyrotechnic Articles Safety Regulations which come in to force for category 4 fireworks in July 2017 require all fireworks to be CE marked. Titanium 's main supplier is Celtic Fireworks who have led the market in getting all their product CE marked, as a result most of the fireworks used will also conform to the new regulations even though it is not yet in place.

9.2.3. The majority of fireworks used in our displays are Category 4 fireworks which are for professional use only and fall outside of the scope of British Standards, BS 7114:(1988). All imported fireworks are batch tested to ensure the quality is of a high standard. All imported fireworks are from well established manufacturers. Our main supplier, Celtic Fireworks, visits China every year and has an in country quality controller employed in China. Detailed specification and drawings are kept of all fireworks.

9.2.4. Fireworks imported by Titanium Fireworks comply with all Health & Safety guidance and legislation relating to the manufacture of explosive regulations. None of the fireworks used contain the following compositions; sulphur in ad-mixture with potassium chlorate or other chlorates; phosphorous in ad-mixture with potassium chlorate or other chlorates or Hexochlorobenzene.

9.3. Maintenance of Equipment

9.3.1. All equipment used for the firing of displays, especially mortar tubes, are visually checked before use. Any damaged mortar tubes from displays are immediately destroyed to avoid damaged stock getting stored away with undamaged or new tubes. Mortar tubes are stored undercover and protected from impact or other damage.

9.4. Transport, Storage and Security

9.4.1. The storage, transport and security of fireworks are an important factor which Titanium consider as a priority. These aspects are dealt with separately later on in this document under their own heading in section 17. The fireworks are secure at our storage facility which is licensed by the Health and Safety Executive Explosive Inspectorate.

9.4.2. Titanium store all fireworks prior to the display at our licensed magazine stores. All fireworks are stored in VCA, (Vehicle Certification Authority), approved packages and kept in sealed cartons. We always aim to not pack fireworks on vehicles until the day of dispatch. In the few examples where this is unsafe or impractical then we take relevant precautions and a separate risk assessment is raised.

9.4.3. While in transit, the fireworks will be overseen by the driver until they reach their destination. Where applicable an ADR certificated driver will carry loads that qualify under European Directive 96/35/EC.

9.4.4. Where necessary, vehicles will be placarded and labelled in accordance with European and UK law. All boxes comply with the packaging of explosives for carriage regulations and include the correct labelling, UN numbers and hazard warning labels.

9.4.5. The handling and use of fireworks including the procedure for partially fired and uninitiated fireworks is dealt with in the risk assessment later on in this document.

9.5. Reporting of Accidents

9.5.1. A strict procedure of reporting injuries is in place, an accident book is kept at our premises in Little Staughton Airfield and maintained by the directors

of the company. A mobile phone is made available in order to contact the emergency services if required. Titanium will report injuries or dangerous occurrences in accordance with RIDDOR.

9.6. Responsibilities and Competency

9.6.1. The roles and responsibilities of all personnel will be set out prior to the display. All personnel are sufficiently experienced, competent and confident to undertake their roles and responsibilities and have received training where necessary.

9.7. Emergency Plans and Procedures

9.7.1. Titanium will adhere to our Method Statement SOPs with regards to accidents and emergencies at a display site. In addition, detailed RAMS will be produced for non-standard activities e.g. working at height.

9.8. Risk Management

9.8.1. A detailed risk assessment can be found in section 17 of this document. Risk assessments and method statements have been compiled for each activity of the overall evolution to deliver this display. The main activities which require detailed assessment can be summarised in method order as follows.

- Modifying
- Fusing
- Packaging
- Storage
- Loading / Unloading
- Transport
- Rigging of equipment
- Loading fireworks
- Wiring of igniters
- Waterproofing
- Testing circuits
- Firing
- Checking and making safe
- Clear up / De Rig
- Disposal of misfires

9.9. Legislative Aspects

9.9.1. Titanium Fireworks is fully committed to good management of all Health and Safety aspects at their firework displays. The people behind Titanium Fireworks Limited have been very involved with various legislative and other bodies in the drafting and production of recent explosive legislation, and with various publications and guidance associated with the safe use of fireworks in the UK.

9.9.2. The requirements of the Firework Safety Regulations (1997) do not apply to the fireworks being used by Titanium Fireworks as part of their professionally fired firework displays. Titanium Fireworks propose to fire the display electrically using British Standard category 4 fireworks which are outside the scope of BS 7114; part 2; 1988, and for professional use only. In particular Titanium Fireworks are committed to satisfy all the features of the following legislative and other requirements.

- The New Firework Regulations 2014
- Health and Safety at Work Act 1974
- Control of Major accidents and Hazards (COMAH)
- Control of Explosives Regulations 1991 (COER)
- Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment Regulations 2009 (CDGUTPER)
- ADR Driver Training
- Dangerous Goods Safety Advisor
- HSG 123 Publication on Firework Displays
- Explosive Industry Group of CBI
- British Pyrotechnists Association Code of Practice
- Vehicle Certification Agency (VCA)
- Pyrotechnic Articles (Safety) Regulations 2012

10. Duties of the Display Leader

- 10.1.** The duties and responsibilities of the designer and the display leader are as follows.
 - 10.1.1.** Ensure that all pyrotechnics used are suitable for the venue, classified and authorised, stored and transported in accordance with explosives law and that all fireworks will be used in accordance with manufacturer's instructions.
 - 10.1.2.** Ensure that all operators are competent, sufficiently trained and familiar with their duties and responsibilities regarding the safe use and handling of pyrotechnics for the display.
 - 10.1.3.** Ensure that an appropriate Safety Management System with written safety procedures is in place to safeguard the safety of all persons at the display.
 - 10.1.4.** Ensure that adequate public liability insurance is in place.
 - 10.1.5.** Put in place control measures to ensure all risks are as low as is reasonably practicable.
 - 10.1.6.** Ensure the correct PPE is supplied and issued to all personnel and that the wearing and use of such PPE is enforced.
 - 10.1.7.** The display leader for the install of the barges is Ian Walker assisted by Darryl Fleming. The designer and overall person responsible is Darryl Fleming.

11. Specific Product Assessments

11.1. We have spent a great deal of time researching, destruction testing and calculating the possible malfunctions that can occur when firing the different fireworks and pyrotechnics that we use. A separate document entitled “Product Safety Assessments” is available upon request and cover the following areas.

- The firing of mortar shells
- Possible malfunctions of mortar shells
- Possible Roman candle malfunctions
- Possible Roman candle bundle (aka Cakes) malfunctions
- Possible single shot tube malfunctions
- Possible mine malfunctions

12. Set Up of the Display

- 12.1.** The set up area is located as indicated in the map in section 4 of this document. This area will be secure and segregated from the public. All staff and operators will wear appropriate personal protective clothing during the set up and rigging of the display. The event organizer is responsible for managing the site and providing security if necessary. If requested in advance, Titanium will provide the organisers with a personnel list and vehicle registrations.
- 12.2.** Adequate fire extinguishers or other firefighting equipment will be provided by us and situated within the set up area.
- 12.3.** An initial briefing will be given to all our crew by the display leader to convey all the site rules and restrictions together with general health and safety awareness. Titanium staff will be given the correct PPE to work. A copy of this document will be sent to the crew to ensure the method statement is followed and the risk assessment is understood as well as the relevant mitigating measures required to reduce the risk. Every injury, incident or near miss however trivial will be reported to a director and logged in the accident book. These will then be graded and reviewed as necessary.
- 12.4.** At the start of the setup, the tackle and firing equipment will be delivered to the site and inspected as it is unloaded for faults. The firing racks will be assembled and set out ready to load the fireworks.
- 12.5.** We have the ability to undertake a vast majority of pre-fusing at our facilities so as to limit the risk of on-site fusing and manipulating electrical igniters (see separate risk assessment in section 17 of this document).
- 12.6.** During some processes in setting up a fireworks display there is the potential, however unlikely, for an accidental ignition to occur. This would simply mean the firework discharging earlier (or later) than expected, but from its intended holder or tube and therefore in a less hazardous direction. During other processes the resultant blast and path of debris would be omnidirectional, and therefore potentially far more dangerous to those in the immediate vicinity in terms of likelihood of burns and other injuries.
- 12.7.** A robust hierarchy will be implemented for the set up and execution of this event, in line with Titanium Fireworks operating procedures, line managers, area managers and overall production managers will be appointed for each location.

This is to ensure that at each location there is an experienced, knowledgeable and qualified person to undertake the daily tool box talks as well as provide a conduit for feedback and potential problems to reach the production managers and Display Director. The hierarchy of responsibilities can be seen below.

- 12.8.** Each key person will have a radio throughout the day and will be in direct access with the Production team and the Display Director. Any incidents or problems encountered can be reported immediately and dealt with by the Line Manager and Display Director, all incidents, accidents and near misses will be reported.

Display Director	-	Darryl Fleming
Site Director	-	Ian Walker
Technical Director	-	Toby Alloway
Production Director	-	Simon Page
Senior Barge Pyrotechnician	-	Peter Povall
Rebecca M Barge Chief	-	Peter Povall
Collingham Barge Chief	-	Paul Fox
Transport Manager	-	John Best
Plant & Machinery Operator	-	Sarah Kelly

13. Firing of the Display

- 13.1. The final decision whether a display is safe to fire or whether part or all of the display needs to be withdrawn rests entirely with the display leader on the day of the display. The display leader will liaise with the client throughout if such a decision is deemed possible on the day.**
- 13.2.** The display will be fired by suitably competent and confident operators. Each operator will be briefed on their specific area by the display leader.
- 13.3.** After the display the operators will check their specific area for misfires and clear the site of all fireworks and equipment. All misfires, defectives and unfired fireworks will be re packaged and removed to be destroyed at the factory. Once the area is clear the display leader will inform control that the area is safe. All unfired and defective fireworks will be carefully repackaged and loaded onto an appropriate vehicle to be removed that day and returned to the factory.
- 13.4.** All crew will be required to wear the correct PPE during the display if they are located in proximity to the fireworks. The required PPE for a firer to wear for this type of display is.
- Safety hardened work boots
 - Ear protection
 - Eye protection
 - Hard hat
 - Full length trousers of natural fibre
 - Long sleeve top or jacket of natural fibre

14. List of sequence of works to deliver the display

14.1. The following is a list of the sequences we go through to deliver the display. We are more than happy to expand upon this if required and this can be done before we arrive on site with the designer or on site with the display leader.

- Preparation of effects at factory site
- Quality control mechanisms
- Storage at Factory
- Loading equipment on to vehicle
- Rigging mortar racks
- Packing of fireworks
- Transport of fireworks
- Unloading of fireworks
- Loading Fireworks in to mortar tubes
- Security of fireworks
- Selective removal of pyro dependent on wind effects
- Running final checks
- Firing Display
- Cool down period
- De rigging of remaining live
- De rig and clear up of fired material
- Make safe and remove all equipment
- Removal of spent fireworks for safe disposal back to factory
- Remove all equipment and fireworks from site. Collect as much debris from the ground as possible and take away for disposal

15. Statement in relation to smoke and fireworks distraction to drivers

15.1. Description of Potential Negative Impacts on Drivers

15.1.1. Smoke

Smoke is a by-product of fireworks and normally dissipates very quickly in the open, especially in stronger winds. However, in very light winds smoke can build up enough to reduce visibility.

Different fireworks perform at different heights, affecting the distribution of smoke. Lower level fireworks like flares and gerbs are normally at ground level whereas aerial fireworks can range in height from 40 meters up to 250 meters above ground level. As such different firework types produce different quantities of smoke. Some fireworks like bengal flares and gerbs generate a considerable amounts of low level smoke from a point source compared to roman candles and shells, which spread lesser quantities of smoke over a wider area but at a higher height.

The orientation of the fireworks is also a factor where, for example, aerial star shells fired in the same trajectory will create a more significant build-up of smoke than the same quantity fired in a flanked barrage

15.1.2. Light

Fireworks are explosives and designed to flash with colour and light at various levels in the sky. Clearly there is the potential for distraction. There is currently no guidance as to a distance at which fireworks are deemed unlikely to be a distraction for drivers though clearly it makes sense not to fire a display directly adjacent to a major fast-flowing traffic route.

15.1.3. Debris

This is probably the least significant impact on the transport routes; most debris is just paper and card. The debris is very light and small and would not cause the vehicle operation to be affected. As part of the RA process we would be working very hard not to be dropping any significant debris near major roads

15.1.4. Overview

The risks of smoke or distraction from fireworks will be affected by:

- a. Proximity to the road
- b. Wind speed and direction
- c. Frequency and speed of traffic
- d. Seasonal weather conditions
- e. Micro atmospheric conditions including humidity and temperature

Having assessed if a site is suitable for a display in the first place it is the choice and quantity of fireworks we use to mitigate any risks.

Where we perceive there is a risk of smoke or distraction to road we will refer to it directly in the site specific pages of the RAMS document.

If we state “there are no abnormal considerations at this site” it means that we have considered the risk of smoke and/or distraction and consider that our normal procedures are sufficient for this site.

We mark the prevailing wind direction on our aerial schemes as this is the most likely direction for smoke and debris from a display. The display leader is given the most up to date wind speed and direction forecast as they depart for a display and are trained to consider wind speed and direction once on site.

15.1.5. Summary

Titanium are aware of the possible risks to transport links posed by firework displays – particularly smoke and distraction.

- These risks will be reviewed during the site visit and if considered to be beyond normal routine consideration will be specifically referred to in the RAMS document.
- As with all risks at a firework display the careful; selection of appropriate material for any given site is the critical factor in mitigating the risks.

- Titanium accept no responsibility for smoke or distraction relating to bonfires at any site regardless of whether we assisted in the lighting of the bonfire.
- Our operators may use test fireworks to assess wind speed and direction. They would only do so in consultation with the event organiser whom we would expect to support their request.

16. Mobile communication device and Smoking Policies

- 16.1.** The use of mobile phones and radio transmitting equipment can pose a risk to the premature and accidental ignition of fireworks. Anyone wishing to use a mobile phone should move at least 10m away from any explosive device. In certain circumstances it may be unavoidable to not use mobile devices (including but not limited to mobile phones and hand held radios) in proximity to loaded fireworks but in this instance every care should be taken to ensure any premature ignition poses no additional danger to yourself or any other person.
- 16.2.** It is the policy of Titanium that smoking of cigarettes is not permitted within the fireworks firing area. This is to be adhered to by all personnel including any other contractors within the area.
- 16.3.** In some rare circumstances the display leader will set a designated smoking area where it is permitted to smoke within the area if going outside it is impractical or unsafe. This would overrule the previous point.
- 16.4.** The use of e-cigarettes or vapour condensers (or any such article) is prohibited anywhere within the fireworks exclusion area. In addition, these articles may not be carried on a person or stored in the load compartment at any time. They may only ever be transported in the driver compartment of a vehicle and where possible this would be the tackle vehicle.

17. Types of Fireworks used

17.1. Both barges are identical with regard to firework content and quantity, the totals used per barge are detailed below.

Location	30mm	40mm	50mm	59mm	75mm	100mm	125mm	150mm
Rebecca M Barge	Multishot Roman Candles and Batteries	Multishot Roman Candles	Yes	Single Shot Tube	Yes	Yes	Yes	Yes
Collingham Barge	Multishot Roman Candles and Batteries	Multishot Roman Candles	Yes	Single Shot Tube	Yes	Yes	Yes	Yes

Hazard Type	30mm	40mm	50mm	59mm	75mm	100mm	125mm	150mm
HT 3			117kg	14.6	326.4kg	481.2kg	355kg	326.4kg
HT4	180.92	155.64						

Hazard Type	Total
HT 3	1620.6
HT4	336.56

18. Set up and Schedule

18.1. The set up of the dock will commence of Thursday 22nd December

18.2. At the

18.3. Dsfg

Thursday 22nd December, King George Docks Quay 12 (KGD)

08:30 Crew of 2 depart Cambridgeshire with one 45ft tractor trailer, and a sprinter.
11:00 Crew arrives at KGD.
11:00 Work commences, setting out compound, 70 metres wide and 15 metres deep from the jetty giving a total of 100m herras fencing supplied by Hull 2017.
13:00 Lunch
13:30 Wait for deliveries of plant and machinery together with power, porta cabins etc.
16:00 Secure and return to LSA.

Tuesday 27th December King George Docks Quay 12

08:30 Crew of 6 depart Cambridgeshire with one 7.5 tonne lorry, a 3.5 tonne sprinter and a 9 seater minibus.
11:00 Crew arrives at KGD, initial site briefing and induction conducted to all staff.
11:00 Work commences, setting out barges and loading scaffold base.
11:30 7.5 tonne lorry returns to Alconbury to collect fireworks for Collingham.
13:00 Lunch
13:30 Continue to prep barges ready for main crew arrival.
14:30 Firework load departs Alconbury with Fireworks for Collingham.
17:00 First Firework load arrives to be loaded in to temporary store ready for loading first thing on 28th.
18:00 End work for the Day

Wednesday 28th December King George Docks Quay 12

08:30 Full complement of crew arrive on site and commences loading tackle and equipment on to barges.
11:00 Second firework Vehicle departs Dock for Alconbury to load and deliver fireworks for Rebecca.
13:00 Lunch
13:30 Continue to load and rig mortar racks on to barges.
14:30 Second firework load departs Alconbury.
17:00 Second firework load arrives KGD to be stored on dockside for loading 29th.
18:00 Crew finish work.

Thursday 29th December King George Docks Quay 12

- 08:30 Arrive on site at Docks complete numbering and labelling of racks.
- 11:00 Load shells to both barges, wire in and waterproof.
- 13:00 Lunch.
- 13:30 Continue loading shells to both barges.
- 18:00 Work finishes.

Friday 30th December King George Docks Quay 12

- 08:30 Arrive on site, complete final loading of fireworks, fronts and candles, wire in and connect all igniters.
- 13:00 Lunch
- 13:30 Complete loading and wiring in, run data cable to shells, conduct continuity tests.
- 14:00 Finish continuity checks, make sure all shells are covered and secure, complete final checks.
- 17:00 Barges made safe and vacated by crew.

Saturday 31st December King George Docks Quay 12

- 08:30 Arrive on site, complete final load in and wiring of fireworks.
- 13:00 Lunch
- 14:00 Run final data cable and connect modules.
- 16:00 Complete first module integrity and networking tests.
- 18:00 Barges made safe and vacated.

Sunday 1st January King George Docks Quay 12 and Humber River

- 12:00 Crew arrive on site, conduct tests and make safe.
- 13:00 Timecode Test
- 17:00 Barges to move out of dock in readiness.
- 18:00 Barges move in to holding position.
- 19:00 Barges to be moved in to show position
- 19:30 Final time code test
- 19:50 Firing protocol procedure commences
- 20:00 Timecode Transmitted pre show countdown starts
- 20:17 Show starts
- 20:29 Show finishes, 10 minute cool down
- 20:40 Barges move back to KGD, crew to make safe
- 21:30 Barges positioned alongside dock 12
- 21:30 Equipment de rigged, firing equipment and data cable removed and stored on vehicle.
- 00:00 Crew to finish.

Monday 2nd January King George Docks Quay 12

- 09:30 Crew arrive KGD to unload barges and stack equipment
- 11:00 All equipment to be cleared away and loaded on to trailers.
- 17:00 Last equipment loaded and crew depart KGD.

19. Curtailment Plan

19.1. Due to the nature of this display being fired from two barges in the Humber river with no hazards for at 300 metres, and with the capability of moving the barges to increase the safety distance for downwind locations, it is unlikely that the show will need to be curtailed. The FireOne firing system does allow for a high degree of control and dynamic alterations can be made even during firing. Every firework has a priority number between 1 and 16, 1 is for small calibre lower level fireworks with minimal fallout and 16 for large calibre long burning effects with extensive fallout patterns. Each priority can be disabled at any time during the display, any firework or time that is disabled will simply not be fired and omitted from the display. As an example, 150mm shells may have three priority numbers dependent of effect and debris pattern, it is therefore possible to disable a small amount of the same calibre without losing the entire range of 150mm shells.

19.2. Below is a table which illustrates likely fallout distances per calibre in certain wind speeds.



Debris Pattern Wind Chart

	M/s	0.0	0.3	1.7	2.8	4.4	5.6	7.2	8.3	10	11.1	12.8	13.9	15.6	16.7
	Knots	0	0.5	3.2	5.3	8.6	10.7	14.0	16.1	19.4	21.5	24.8	26.9	30.2	32.3
	Beaufort	0		2			4		5		6		7		8
	Mph	0	0.6	3.7	6.2	9.9	12.4	16.1	18.6	22.3	24.8	28.5	31.1	34.7	37.2
	Km/h	0	1	6	10	16	20	26	30	36	40	46	50	56	60
75mm Blind Shell		25	28	41	51	66	77	92	102	118	139	144	154	170	181
75mm Normal Fallout Range		16	21	47	67	98	119	149	170	201	221	252	272	302	322
75mm Long Burn Range		53	62	104	138	189	223	274	308	359	393	443	477	527	560
75mm Burst Height		139	139	139	139	139	139	139	139	139	139	139	139	138	138
100mm Blind Shell		34	37	53	65	84	97	115	128	147	159	178	191	210	221
100mm Normal Fallout Range		20	27	59	85	124	149	188	214	252	278	316	342	380	406
100mm Long Burn Range		70	81	135	178	242	285	350	393	457	500	564	607	670	713
100mm Burst Height		188	188	188	188	188	188	188	188	188	188	188	188	188	187
125mm Blind Shell		40	43	60	73	93	106	125	139	158	171	191	218	225	238
125mm Normal Fallout Range		24	31	67	96	139	168	212	241	284	313	356	384	427	456
125mm Long Burn Range		86	98	159	208	280	329	402	450	523	571	643	691	763	811
125mm Burst Height		218	218	218	218	218	218	218	218	218	218	218	218	218	217
150mm Blind Shell		46	49	66	80	100	114	134	148	168	182	203	216	237	251
150mm Normal Fallout Range		24	35	74	106	153	184	232	263	311	342	389	420	467	498
150mm Long Burn Range		102	115	181	235	315	368	448	501	580	633	713	766	845	897
150mm Burst Height		245	245	245	245	245	245	245	245	245	245	245	245	244	244

20. List of references, appendices and supporting documents

Supporting Documents (Available on request)

- Titanium Health & Safety Document
- Tabulated Risk Assessment
- Titanium product safety Assessment
- Titanium Tabulated Risk Assessment
- Titanium Operators Training Documentation
- Titanium Risk Assessment relating to the use of Igniters
- Titanium Debris and clear up document
- Titanium Staff Policies
- Titanium FireOne document

Reference Documents

- Explosive Regulations 2014 which supersedes Manufacture and Storage of Explosives Regulations 2005 (MSER)
- Health and Safety at Work Act 1974 and subordinate legislation (HSWA)
- Control of Explosives Regulations 1991 (COER)
- Carriage of Dangerous Goods by Road and Use of Transportable Pressure Equipment (Regulations) CDGUTPER 2009 as amended in 2011 (CDGUTPER)
- ADR Driver Training
- HSE Publication on Firework Displays,
- HSG 123
- Explosive Industry Group of CBI
- British Pyrotechnists Association
- BPA Codes of Practice

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METHOD STATEMENT: ERECTION & DISMANTLING – TEMPORARY FENCING

CONTRACT: Gary Beestone LTD

Commencement: 30/12/2016 Completion: 31/12/2016

To be read in Conjunction with Risk Assessments.

1. Description of Work

Erect fencing on Hull Marina site, dismantle in reverse order.

2. Site Conditions

1. Project works will be carried out during 30/12/2016 , special consideration will be given to site conditions.
2. Access to the working area is restricted to authorised personnel only. Works will be completed as scheduled in works programme
3. Upon completion,the area of works and surrounding areas will be left in a clean and safe condition for resumption of normal operation

3. Sequence of Operations

1. Access to the working area will be via designated entrances. A survey of the site has been carried out previously by Mr M Harrison (AO).
2. Operatives to attend any site inductions required by Gary Beestone LTD
3. Operatives will ensure that all materials/plant are stored within the agreed designated area keeping all access routes clear of plant and materials. Access to the working area will be restricted to authorised personnel only.
4. Unload equipment as work schedules dictate.
5. Erect pedestrian barrier and signage as required.
6. Procedure for dismantling will be as above but in reverse.
7. Ensure site is clear and leave site by designated entrance.

4. Resources

4.1 Personnel

The works shall be managed by Michael Harrison, along with a team of trained site operatives.

Continued.....



SITE SPECIFIC RISK ASSESSMENT

CLIENT: Gary Beestone

DATE:30/12/2016

SITE:The Hull Marina

TO BE CARRIED OUT: Erection of marquees

HAZARDS/DANGERS	Potential Harm?		Risk Rate	CONTROL MEASURES	Risk Rate
Falls of tools and materials	LIKELIHOOD – A Head / body injuries 1. Extremely remote 2. Remote 3. Reasonably probable 4. Probable	3	SEVERITY – B 9 1. Negligible 2. Marginal 3. Critical 4. Catastrophic	RISK RATE (A x B) 1 – 4 5 below access platforms 9 – 12. restricted to authorised personnel only. 13 – 16 CONTROL MEASURES Tools and materials to be secured to access platforms. No tools/materials to be thrown from the platform. Head and foot protection to be worn. No operatives to work on access platforms. Signage, barriers, PPE/ Protect the entire population affected by the hazard. Detailed method statement/Combat hazard at source or substitute. Leave site immediately/Avoid the hazard by design alone	(2 x 2) 4
HAZARDS/DANGERS Use of hand tools	Potential Harm? Cuts, scrapes	3	3	Risk Rate 9 CONTROL MEASURES All tools to be carefully operated. All tools to be visually checked prior to use. Tools must be kept sharp and used for the purpose intended.	Risk Rate (2 x 2) 4 Final risk
Use of mechanical handling systems	Sustained Injuries Death, body injuries	Likelihood 3	Severity 3	Existing Level 9 Area of works to be segregated to prevent unauthorised access. Operatives are trained and competent in the use of machine. Accidents involving machinery to be kept clear.	rate (AxB) (2 x 3) 6
Manual Handling	Musculo-skeletal injuries	3	3	9 Good assessment carried out previously by Foreman. All certificates for machinery are valid & available for inspection should be given from one team member only. Components already within working area.	(2 x 2) 4
Site traffic Slips, trips and falls	Death, body injuries Strains, cuts, head injuries	3 3	3 3	9 9 Site speed limits to be observed at all times. Ensure working area is kept tidy with tools and materials stored in the designated area. No plant or materials to be stored on/hear traffic routes Ensure that minimum equipment and materials are taken into area of works. Banksman to be used whilst reversing vehicle	(2 x 2) 4 (2 x 2) 4
Falls from height	Death, body injuries	3	4	12 Only competent trained operatives to use access equipment. All access equipment to be used in accordance with the manufacturers instructions. Works at height using ladders of short duration only. Hard hats to be worn whilst working at height	(2 x 2) 4

PERSONNEL AT RISK:

Operatives, site personnel



All Occasions Marquees & Events

LIKELIHOOD – A	SEVERITY – B	RISK RATE (A x B)	ACTION REQUIRED
1. Extremely remote	1. Negligible	1 – 4	No action required/Rely on personal protective equipment
2. Remote	2. Marginal	5 – 8	Signage, barriers, PPE/Protect the entire population effected by the hazard
3. Reasonably probable	3. Critical	9 – 12	<i>Detailed method statement/Combat hazard at source or substitute</i>
4. Probable	4. Catastrophic	13 – 16	<i>Leave site immediately/Avoid the hazard by design alone</i>



Other risks identified, any task specifics to be complete below prior to working

HAZARDS/DANGERS	Potential Harm?			Risk Rate	CONTROL MEASURES	Risk Rate
	Injuries sustained	Likelihood	Severity	Existing Level		final risk rate (AxB)

Legal Requirements & References:

- All Occasions Health and Safety Policy
- Health and Safety etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- The Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2007



All Occasions Marquees & Events

Monitoring compliance:

To ensure the established safe system of work is being adhered to, monitoring and inspection of all work, on individual projects.

This risk assessment will be reviewed periodically to ensure that the control measures are suitable and sufficient for the operation being carried out.

ASSESSOR'S NAME: _____ **DATE:** _____ **SIGNATURE:** _____

Review

SITE MANAGER NAME: _____ **DATE:** _____ **SIGNATURE:** _____

This risk assessment must not be deviated from without prior approval of the Principal Contractor's Site Supervisor and All Occasions Site Supervisor



METHOD STATEMENT FOR MARQUEE ERECTION

CONTRACT: Gary Beestone LTD

Commencement: 30/12/2016

Completion:31/12/2016

To be read in Conjunction with Risk Assessments.

1. Description of Work

Erection and dismantle Marquee .

2. Site Conditions

1. Project works will be carried out during normal working hours, special consideration will be given to Gary Beestone LTD site conditions & procedures.
2. Access to the working area is restricted to authorised personnel only. Works will be completed as scheduled in works programme
3. Upon completion of each shift the area of works and surrounding areas will be left in a clean and safe condition for resumption of normal operation

3. Sequence of Operations

1. Access to the working area will be via the designated entrance. A survey of the site has been carried out previously by Mr M Harrison (AO) or Mr E Saunby
2. Operatives to attend any site inductions required by Gary Beestone LTD.
3. Operatives will ensure that all materials/plant are stored within the agreed designated area keeping all access routes clear of plant and materials. Access to the working area will be restricted to authorised personnel only.
4. Unload equipment as work schedules dictate.
5. Measure, layout & fasten base plates using agreed methods, assemble bay trusses, roof bracings, gable trusses, roof eaves and central uprights for gable walls.
6. Install roof, gable & wall panels, affix all tension equipment & make secure.
7. Erect pedestrian barrier as required.
8. Procedure for dismantling will be as above but in reverse.
9. Ensure site is clear and leave site by designated entrance.

4. Resources

4.1 Personnel

The works shall be managed by Michael Harrison, along with a team of four trained site operatives.

Continued.....

5. Health, Safety and Welfare

- 5.1 Safety Measures
Trained Competent Operatives. All operatives IPAF trained.
Risk Assessments / method statements agreed with client prior to start on site.
Access restricted to authorised personnel only.

Plant and Equipment

Large Goods Vehicles
FLT
Hammer drill
Various hand tools
Step Ladders (these are for minor, short duration work only)
- 5.2 Access/Egress (include doors in/out routes etc)
Access will be arranged and agreed with Client
- 5.3 Welfare
Welfare arrangements agreed with Client. Operatives to use Client's welfare facilities.
- 5.4 PPE
All personnel will be required to wear safety footwear, hard hats, gloves and high-vis vests. Eye protection (and other appropriate equipment) will be worn as dictated by the risk assessment.
- 5.4 Emergency Procedures
Operatives will follow the emergency procedures of the site. These will be explained at induction by the Client

6. Standards

The works will be executed in accordance with all current H&S legislation.
Particular attention will be paid to the following documents:

- All Occasions Health & Safety Policy
- Health and Safety etc Act 1974
- Management of Health and Safety at Work Regulations 1999
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting Equipment Regulations 1998
- The Work at Height Regulations 2005
- Construction (Design and Management) Regulations 2007

Safe System of Work acknowledged: (will be signed on site)

SITE SUPERVISOR'S NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:

SITE SPECIFIC RISK ASSESMENT

CLIENT: Gary Beastone
 SITE: Hull Marina
 OPERATION TO BE CARRIED OUT:
 PERSONNEL AT RISK:

DATE: 30/12/2016

Erection of temporary Fencing
 Operatives, other contractors and members of the public

LIKELIHOOD – A

1. Extremely remote
2. Remote
3. Reasonably probable
4. Probable

SEVERITY – B

1. Negligible
2. Marginal
3. Critical
4. Catastrophic

RISK RATE (A x B)

- 1 – 4
- 5 – 8
- 9 – 12
- 13 – 16

ACTION REQUIRED

- No action required/Rely on personal protective equipment
- Signage, barriers, PPE/Protect the entire population effected by the hazard
- Detailed method statement/Combat hazard at source or substitute
- Leave site immediately/Avoid the hazard by design alone

HAZARDS/DANGERS	Potential Harm?			Risk Rate	CONTROL MEASURES	Risk Rate
	Sustained Injuries	Likelihood	Severity	Existing Level		Final risk rate (AxB)
Manual Handling	Musclo-skeletal injuries	3	3	9	All operatives are trained in the correct manual handling techniques Safety footwear to be worn at all times. Components can be manoeuvred by two operatives. Lifting instruction should be given from one team member only. Components already within working area.	(2 x 2) 4
Slips, trips and falls	Strains, cuts, head injuries	3	3	9	Ensure site survey is carried out, identify & minimize risks by design. Ensure working area is free from obstructions and that minimum equipment and materials are taken into area of works.	(2 x 2) 4
Falls from height	Death, body injuries	3	4	12	Only competent trained operatives to use mechanical lifting equipment. All lifting equipment to be used in accordance with the manufacturers instructions. Works at height on vehicles of short duration only.	(2 x 2) 4

HAZARDS/DANGERS	Potential Harm?			Risk Rate	CONTROL MEASURES	Risk Rate
Falls of fencing and accessories	Head / body injuries	3	3	9	No equipment to be thrown from vehicles. Head and foot protection to be worn. No operatives to work below lifting equipment whilst in operation. Access to working area restricted to authorised personnel only.	(2 x 2) 4
Use of hand tools	Cuts, scrapes	3	3	9	All tools to be fit for purpose. All tools to be visually checked prior to use. Tools must only be used for the purpose intended.	(2 x 2) 4
Use of mechanical lifting equipment (Hiab/forklift)	Death, body injuries	3	3	9	Area of works to be segregated to prevent unauthorised access. Operatives are trained and competent in the correct operation. Access route for forklift is to be kept clear. Ground assessment carried out previously by Principal Contractor. All certificates for the lifting equipment are available upon request.	(2 x 3) 6
Site traffic	Death, body injuries	3	3	9	All routes to working area to be agreed prior to works commencing Site speed limits to be observed at all times. No plant or materials to be stored on/near traffic routes Banksman to be used whilst reversing vehicle	(2 x 2) 4
Installation of road closures	Death, body injuries, vehicular collision	4	4	16	Vehicles are to use flashing beacons, headlights & hazard flasers. Utilize vehicles as a shield from oncoming traffic, where operatives are required to work to the rear of vehicles a separate shield vehicle is to be used. Operatives to wear high visibility clothing. Foreman/supervisor to effect traffic control in the absence of relevant authorities.	(2 x 4) 8

LIKELIHOOD – A

1. Extremely remote
2. Remote
3. Reasonably probable
4. Probable

SEVERITY – B

1. Negligible
2. Marginal
3. Critical
4. Catastrophic

**RISK RATE
(A x B)**

- 1 – 4
- 5 – 8
- 9 – 12
- 13 – 16

ACTION REQUIRED

- No action required/Rely on personal protective equipment
- Signage, barriers, PPE/Protect the entire population effected by the hazard
- Detailed method statement/Combat hazard at source or substitute
- Leave site immediately/Avoid the hazard by design alone

Other risks identified, any task specifics to be complete below prior to working

HAZARDS/DANGERS	Potential Harm?			Risk Rate	CONTROL MEASURES	Risk Rate
	Injuries sustained	Likelihood	Severity	Existing Level		final risk rate (AxB)

Legal Requirements & References:

All Occasions Health and Safety Policy
Health and Safety etc Act 1974
Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998
The Work at Height Regulations 2005
Construction (Design and Management) Regulations 2007

Monitoring compliance:

To ensure the established safe system of work is being adhered to, monitoring and inspection of all work, on individual projects.
This risk assessment will be reviewed periodically to ensure that the control measures are suitable and sufficient for the operation being carried out.

ASSESSOR'S NAME: _____ **DATE:** _____ **SIGNATURE:** _____

Review

SITE MANAGER NAME: _____ **DATE:** _____ **SIGNATURE:** _____

This risk assessment must not be deviated from without prior approval of the Principal Contractor's Site Supervisor and All Occasions Site Supervisor

5. Health, Safety and Welfare

5.1 Safety Measures

Trained Competent Operatives. All operatives IPAF trained.
Risk Assessments / method statements agreed with client prior to start on site.
Access restricted to authorised personnel only.

Plant and Equipment

Large Goods Vehicles
Hiab

5.2 PPE

All personnel will be required to wear safety footwear, hard hats, gloves and high-vis vests. Eye protection (and other appropriate equipment) will be worn as dictated by the risk assessment.

5.4 Emergency Procedures

Operatives will follow the emergency procedures of the site.

6. Standards

The works will be executed in accordance with all current H&S legislation.
Particular attention will be paid to the following documents:

All Occasions Health & Safety Policy
Health and Safety etc Act 1974
Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Lifting Operations and Lifting Equipment Regulations 1998
The Work at Height Regulations 2005
Construction (Design and Management) Regulations 2007

Safe System of Work acknowledged: (will be signed on site)

SITE SUPERVISOR'S NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:
Site Operative NAME:	DATE:	SIGNATURE:



Method statement

Hirer and hired Equipment: Gary Beestone Ltd – Hire of 2 x 46sqm, 33sqm & 20sqm Mobile LED screens.

Date/s working on site: Sunday 1st January, off site 2nd January 2017.

To be carried out by:

Big TV Ltd, Hudson House, The Hudson, Wyke, Bradford BD12 8HZ. Tel: 01274 604309

Location of works: Humber Place, Hull, HU1 1UD

General Procedures of works

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the management or safety representative.

Cables

Wherever possible cables must be run through cable trays or dedicated pathways. If this is not possible, all cables must be tied securely using gaffer tape or safety chains. Cables running to equipment at heights will be securely fastened.

The company will liaise with the customer to establish the safe working load for specific anchor points. When it is unavoidable that cables cross walkways or aisles, the cables will be clearly shown, and secured by distinctive gaffer tape or non-slip matting.

Communication with Other Workers on Site

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.



Emergency Procedures

Fire

Personnel are made aware of the provision of fire appliances which are located within all vehicles attending the site and are trained in their subsequent use. Under no circumstances are fire doors or exits to be blocked with equipment either during the construction stage or when equipment has been installed and is operational.

The Company Director or authorized deputy will have information on all personnel working on site, including any freelancers being used for the project. This information will be available at all times; a copy will be given to the client's representative, if required when starting the work.

First Aid

The Project Manager will establish from the client's representative, the location of the first aid centre. First Aid Kits will be provided within all vehicles. The 'Authorized' person for first aid cover will be: Mr S Woodcock

Other emergencies

The Project Manager will confirm with the client any other systems in place, in particular action required in the event of a bomb alert or any other terrorist action. In all emergency situations, personnel must not re-enter buildings until informed by the authorized person that it is safe to do so.



Equipment and Power Sources

Experienced personnel will have tested all equipment including ancillary leads before use. Big TV UK Ltd is responsible for carrying out annual portable appliance tests on all appropriate electrical equipment. Big TV UK Ltd Secretary retains this information. As part of the contract, the Company Director/authorized representative will have established the likely power sources, which are to be used. These are agreed with the client. When installing the equipment technicians will liaise with the customer for instructions on the use of power sources and other amenities.

If alternative sources are needed the customer is responsible for providing clear instructions.

Experienced, trained personnel will only make any connections into three-phase electricity supplies. In all instances these connections must only be made in accordance with recommended guidelines. The client is responsible for ensuring that the original three phase circuits meet statutory requirements. If in doubt, technicians will not make the connections.

When installing equipment consideration will be given to the safety of colleagues and other contractors working in the area. Wherever possible barriers will be used in the surrounding area to prevent unauthorized access whilst installing the equipment.

Manual Handling

All staff and contractors have been instructed on the potential dangers of manual handling, and have received manual handling training. Staff and contractors will not lift items of tools or equipment that are beyond their capabilities. Heavy or awkward items will be split into smaller units where possible or dual lifted where this is not possible. It is the responsibility of the designated site foreman to identify and control manual handling activities as they occur on site on a day to day basis. Wherever possible, mechanical methods will be used during loading and unloading, and installing equipment, i.e. trolley stack trucks. If forklift trucks are used, they will only be operated by qualified individuals. Under no circumstances will untrained personnel be permitted to use these vehicles.

When unloading from vehicles two technicians will work inside the vehicle placing equipment onto the mechanical tail lift. The lift will only be lowered by a trained operator. All personnel must stand clear when this is being carried out. Under no circumstances are personnel allowed to ride on the tail lift.

If the vehicle is not equipped with a tail lift, flight boxes and equipment will be lifted down from the vehicle by teams of operatives. All staff are aware of the correct method to be used when lifting equipment. If the access involves stairs, then assistance must be given during unloading and loading operations. Under no circumstances are individuals to lift more than the regulation weights. If a team is used, one individual must take charge and give instructions. Short rest breaks are to be taken, if appropriate, during the unloading and carrying stage.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.



Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing will be worn as and when necessary, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation & Induction

A pre-production meeting will be carried out for all tasks which will be discussed with members of staff and the sub-contractors, any queries or concerns will be raised with the contract manager who will ensure it is dealt with. Staff and sub-contractors will be inducted onto site in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work and be made aware of any liaison that needs to take place between different trades. Staff will follow all site rules and safety procedures.

Site work

Pre-Site Work

The Company Director is responsible for ensuring:

- All personnel employed are aware of the statement. They are briefed about specific aspects of individual jobs before commencement of work. Details are as below.
- All equipment used will be tested before use. The computer system retains details of the specific equipment allocated to the job and the checks completed.
- Portable appliance tests are carried out on equipment at periods determined by the Company Director/authorised representative with the assistance of the company secretary.
- All personnel have been issued with the correct personal protective equipment necessary for the job, such as safety foot ware, hard hats and gloves (where appropriate).
- All aspects of the site will be assessed by the Company Director/authorised representative.
- The equipment allocated to individual jobs will be clearly identified and reserved.
- All set layout will be based on the client's requirements.
- If the layout requires the use of mobile towers they will be supplied and erected by a specialist contractor.
- The Company Director/authorised representative will agree access routes with the Client and ensure that all personnel are aware of the route.
- The client will provide details of sources of electricity and other facilities. Employees will only connect to known sources.
- The use of alcohol and/or prohibited substances by persons working on site or immediately prior to commencement of work on site is considered unacceptable.

Site work rigging and de-rigging

- All employees will be aware of the above points and have been fully briefed.
- All staff will work under the supervision of the Company Director/authorised representative who will be present during rigging, de-rigging and the actual conference.
- The Company Director/authorised representative is responsible for the welfare and health and safety of the
- Company's employees whilst on site.
- The Company Director/authorised representative will liaise with the client's representative at all times passing on any variations to the company's employees.
- The Company Director/authorised representative is responsible for ensuring that only authorised personnel are present during the rigging and re-rigging operations.
- Although all equipment will have been functionally tested before use, trained personnel will inspect all equipment during the set up stages and test it before use. Damaged equipment will be replaced immediately.
- Consideration will be given manual handling techniques during the set up. Mechanical devices may be used if
- applicable.
- Vehicles will be loaded and unloaded under the supervision of a senior technician. Handling gloves are provided for all employees.
- Empty flight cases will be stored in an area nominated by the Company's representative. Consideration will be
- given to ensuring that access routes or fire exits are not blocked.
- The Company Director/authorised representative is responsible for ensuring that all employees are aware of any specific rules governing the venue.
- All employees will be familiar with Emergency exits and the position of all fire appliances.
- First aid facilities will be provided.



Staff and Training

The task will be carried out by staff from Big TV UK Ltd, all staff are qualified, experienced, receive ongoing training, and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff.

Any sub-contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Power tools will be air or battery operated where possible. Sub-contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 12 months for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

The principle contractor is responsible for providing adequate washing, toilet, drying and refreshment facilities for staff and sub-contractors, staff and contractors are responsible for ensuring that such welfare facilities are maintained in a clean and wholesome manner. This will be your responsibility when you are the principle contractor, it may be necessary occasionally for your company to identify suitable local amenities.

Working at Height

All employees and sub-contractors have been made aware of the dangers and consequences of falling from height, all working at height will be properly planned, organised and supervised; only competent members of staff will be allowed to work at height and it is the responsibility of the site foreman to ensure conditions are safe before allowing any work at height to take place.

The foreman will carry out a risk assessment before carrying out work at height and put in place equipment and measures to prevent falls occurring.

Where he can not eliminate the risk of a fall he will put in place measures and equipment to minimise the distance and consequences of a fall, should one occur.

All company access equipment will be inspected on a regular basis and any damaged equipment will be withdrawn from service immediately. Sub-contractors will follow all safe working procedures.

Mobile towers or ladders used during installation must only be used in accordance with the company's safe working practices. If installation involves working at heights in excess of 2 meters, the company will normally appoint specialist contractors. They are responsible for working to current legal requirements using the correct personal protective equipment such as safety harnesses. If installation is to be carried out by company personnel then safety harnesses and other personal protective equipment provided by the company is to be carefully checked before use and only used in accordance with manufacturers' instructions. When using a harness it is important that a secure point is selected before work commences.

Operatives are responsible for liaising with the client to establish the secure points for any lifting operations. In all instances the safe workloads associated with each anchor point must not be exceeded. Where necessary the calculations for structures and the spreading of loads will be made available to the Company Director/authorised representative.

Any shackles, slings or chains used will not exceed the safe working load. Any ropes or slings used by the company for hoisting equipment will be tested to a safe working load or use manufacturers' guidelines. It is important that care is taken to avoid dropping any tools or ancillary equipment from BIG TV units.

During rigging and de-rigging operations any person working at height must be supported by another person on the ground. Equipment will be lifted and lowered using a rope pulley system or other secure mechanism. Whilst carrying out these operations other personnel are not permitted in the working area.



Set up of 46sqm Mobile LED Screen with stage and lighting

A pre-production meeting or discussion will agree the location of the units and the physical constraint of getting the units to their designated display position.

The equipment will be delivered to site and taken to the agreed location for operation by a designated BIG-TV operative or an authorised transport company, in line with any appropriate site requirements and the Risk Assessment sheet.

Upon positioning the trailer units, the on-board generators are started if on-board power is to be used and not power supplied by the client. The self-powered hydraulic systems are used to lower the stabilising legs and rotation of the screens to the desired viewing angle. The screens are then raised to the correct viewing height. The transport unit can remain in place or be removed in line with the pre-production arrangement. If the stage is to be used there will be two designated crew to ensure all stabilising legs are correctly in place before stage use can commence.

Any site specific protection or fencing as discussed in the pre-production review will be erected or made good by the designated party.

Any necessary interface or signal cables are connected between the screen unit and the other on site ancillary equipment to facilitate sound and vision, required only if Big-TV is not operating a "stand alone" mode. All such connections taking pre-arranged routes to avoid harm or injury to any such persons or equipment and in line with Health and Safety requirements.

The on-board control systems are powered up in preparation for the display, a standard test procedure is done to set aspect ratio, sound levels (if the on-board PA system is being used) and brightness levels. Operation of the video display screen unit can then commence. After operation the screen head is rotated and lowered to the transport position in line with the Risk Assessment sheet and any additional Health and Safety considerations.

Any Big-TV cabling which has been laid/run is removed and all apertures are locked and made ready to transport the unit off site, in line with the risk assessment sheet.

Although unlikely, if required, any maintenance procedures will be undertaken in line with current Health and Safety Regulations. The mobile screen units are of considerable train weight and due preparation may need to be made in making good any vulnerable or valuable surface which may be operated on or pass over. Full vehicle load specifications are available by request; provision of such protection is not included in our scope of supply for this contract and all responsibility and consequences of such lies entirely with the hiring party.



Sign Off Sheet

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print name:

Signed:

Date:

Method statement prepared by: Joanne Lever (Company Secretary)	
Signed: 	Date: 22 nd November 2016

COMBINED LIABILITY INSURANCE COVER NOTE

Insured:	Big TV (UK) Limited
Insurer:	Zurich Insurance plc
Policy Number:	ZF105246/0409V5
Period:	7th April 2016 to 6th April 2017
Business Description:	LED Screen Hire Company
Employers' Liability:	To indemnify you in respect of all sums you shall become legally liable to pay as compensation arising from accidental death or bodily injury sustained by your employees whilst working on your behalf. Limit of Indemnity £10,000,000
Public/Products Liability:	To indemnify you in respect of all sums you shall become legally liable to pay as compensation arising from accidental death bodily injury disease to third parties or accidental loss or damage to third party property not in your custody or control and arising out of your business. Limits of Indemnity Public Liability: £10,000,000 any one accident/unlimited Products Liability: £10,000,000 one accident/in all
Territorial Area:	Worldwide (Area 3)
Excess Applicable:	£250 for third party property damage
Sections Covered:	Employers Liability Yes Public/Products Liability Yes

The information provided is based on the insurance arrangements at the time of writing. Alterations may be made during the period of cover. Any expiry date shown represents the normal expiry date of the policy. In some circumstances, such as in the event of non-payment of premiums, the cancellation could occur before the normal expiry date. We should be pleased to confirm the current position upon request.

Signed: _____
For and on behalf of the Zurich Insurance plc by the authority granted under cover agreement.

Full policy wording available on request

Integro Insurance Brokers Ltd
7 Blue Bams Business Park
Old Ipswich Road Ardleigh
Colchester Essex CO7 7FX
☎ 01206 500 000
ℹ 01206 752 216
✉ colinsurance@integrogroup.com
🌐 www.acjltl.co.uk





Risk assessment

Company: Gary Beestone Ltd



Task/ Operation: Hire of 2 x 46sqm, 33sqm & 20sqm Mobile LED screens.



Location: Humber Place, Hull, HU1 1UD



Date/s: Sunday 1st January, off site 2nd January 2017

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
1 Reversing Vehicles: Cuts, Bruises, Broken Limbs, Death, Material Damage.	All Staff, Members of the public, Contractors	Drivers must ensure the area is clear before reversing vehicles and use a spotter/Marshall, provided by event management, if necessary. Light and audible reverse alarm to be used at all times. A Marshall provided by management will be in place in areas where the public are present. Ensure where possible, only competent person guides/instructs driver in reversing if visibility is impaired.	1 x 5



Overall Risk Factor :			
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p>	<p style="text-align: center;">Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>		
<p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>			

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
2 Pedestrian/Vehicle Interface: Cuts, Bruises, Broken Limbs, Death, Material Damage.	All Staff, Members of the public, Contractors	Where necessary, staff will ensure reversing vehicles have a banks man, supplied by event management, and are controlled at all times The driver is to ensure that they have a good clear view around the vehicle before setting off, and be aware of pedestrians at all times	1 x 5
Overall Risk Factor :			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p> </div> <div style="width: 50%;"> <p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p> </div> </div>			



 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
3 Movement of Equipment whilst in transit	All Staff, Members of the public, Contractors	Hydraulic RAMS with non-return valves are in place to secure the load and all equipment while in transit. 2 shoot bolts are also in place to keep stage and equipment locked into place All heavy equipment is stored in purpose built areas.	1 x 1
Overall Risk Factor :			
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p> </div> <div style="width: 50%;"> <p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p> </div> </div>			

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
4 Impact/Crushing: Bruising, Cuts, Crushing, Broken Limbs, Amputation, Death.	All Staff, Members of the public, Contractors	The equipment is very slow moving but heavy. Impact situations should not cause harm due to the speed of movement. When movement is occurring the operator will ensure persons are not in the vicinity of the moving parts.	1 x 5



Overall Risk Factor :	
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
5 Unexpected Movement: Death, serious injury, minor injuries, near miss.	All Staff, Members of the public, Contractors	All machines shall be inspected before and after use The entire system is designed to be failsafe with lock off valves. Any unexpected movement would be extremely limited due to the inherent safety within the design of the equipment setting off, and be aware of	1 x 3



Overall Risk Factor :	
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
6 Failure of load bearing bolts	All Staff, Members of the public, Contractors	Regular inspections to be undertaken by both Big TV and a third party inspector at 6 monthly intervals.	1 x 4

Overall Risk Factor :	
<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 3 4 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>



 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
7 Height Weight and Width Restrictions	All Staff, Members of the public, Contractors	All routes are planned in advance to avoid any height, weight or width restrictions. In the event of any uncertainty a car would drive the test route to check for such restrictions in advance Vehicles are Euro height and width standard.	1 x 2

Overall Risk Factor :	
<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 2 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
8 Pressure/Vacuum Systems: Puncture wounds, Inhalation, Eye damage.	All Staff, Members of the public, Contractors	Ensure all hydraulic hoses, vacuum pumps and other pipe work are in good working order. All pipe work is pressure clamped for extra safety.	1 x 3



Overall Risk Factor :

<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>
<p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>		



 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
9 Vehicles On Site	All Staff, Members of the public, Contractors	Maximum 10 mph speed limit at all times on sites.	1 x 5

Overall Risk Factor :



<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>
<p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>		

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
10 Excessive Wind Speed: Screen could be toppled causing serious incidents and injuries.	All Staff, Members of the public, Contractors	Blow over wind speed of the unit is 70 MPH If wind speed exceeds 25 MPH on anemometer screen will not be erected If wind speeds reach 30 MPH whilst screen is erect it will be taken down	1 x 4

Overall Risk Factor :	
<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 3 4 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>



 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
11 Slips Trips and Falls: Bruising, Cuts, Broken Limbs - Caused by items left on the floor, water, oil and other slippery surface or poor footwear.	All Staff, Members of the public, Contractors	Staff must wear suitable footwear with non-slip soles. Staff will ensure that good standards of housekeeping are maintained at all times, cables and other equipment will be managed so as not to cause a trip hazard	2 x 3

Overall Risk Factor :	
<p>Probability</p> <p>1 2 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

	Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
12	Tripping/Poor Housekeeping: Bruising, Cuts, Broken Limbs - Falls, wrenched muscles & displaced joints. Cuts, abrasions, musculoskeletal injuries.	All Staff, Members of the public, Contractors	Ensure that all passage ways are kept clean and tidy and that all Fire Escape routes are free from obstruction	2 x 3



Overall Risk Factor :

<p>Probability</p> <p>1 2 3 5 7 9</p> <p>Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>
<p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>		



	Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
13	Ladders: Death, serious injury, minor injury.	All Staff, Members of the public, Contractors	Where a ladder cannot be tied or secured in any other way, it will be securely footed by another operative Company ladders are visually inspected before each use and defects reported, damaged ladders are removed from site and replaced. Ladders will not be used where an onsite risk assessment has determined that the residual risk with all controls in place is still too high. The competent person is responsible for organising other safer means of access to height	1 x 5

Overall Risk Factor :


<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>
<p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>		

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
14 Manual Handling: Muscular skeletal disorders - Twisting, Over-reaching, muscular problems, poor techniques load too heavy.	All Staff, Members of the public, Contractors	The site foreman shall be responsible for identifying and controlling manual handling issues on site. Staff will not lift beyond their capabilities, and will seek help for any load they consider too heavy or hazardous to lift. All site staff have received instruction and training in house for manual handling. When manual handling in a changing environment staff will use the best routes possible, avoiding uneven ground and obstacles while carrying out manual handling duties.	2 x 2

Overall Risk Factor :			
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 2 3 5 7 9</p> <p style="text-align: center;">Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>	
<p style="text-align: center;">Severity</p> <p style="text-align: center;">1 2 3 5 7 9</p> <p style="text-align: center;">No injury Minor injury Major injury Fatality</p>			


 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
15 Uneven Ground: Cuts Bruises, Broken Limbs, Death, Material Damage.	All Staff, Members of the public, Contractors	The driver must check the area where the vehicle is to be parked to ensure that the ground is suitable. The client is responsible for ensuring that the parking site is capable of taking the load. Vehicle weights are provided to the client on request.	1 x 4

Overall Risk Factor :			
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 3 5 7 9</p> <p style="text-align: center;">Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>	
<p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 4 5 7 9</p> <p style="text-align: center;">No injury Minor injury Major injury Fatality</p>			

	Significant Hazard	Who Might Be Harmed?	How Is The Risk Controlled?	Risk Factor (P x S)
16	Loading/Unloading: Cuts, Bruises, Broken Limbs, Death, Material Damage.	All Staff, Members of the public, Contractors	All staff are competent to carry out loading and unloading operations Items loaded onto a vehicle or trailer must be secured prior to setting off, no matter how short a journey may be.	2 x 2



Overall Risk Factor :

<p>Probability</p> <p>1 2 3 5 7 9</p> <p>Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>
<p>Severity</p> <p>1 2 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>		



	Significant Hazard	Who Might Be Harmed?	How Is The Risk Controlled?	Risk Factor (P x S)
17	Bad Weather/Wind/Ice: Cuts, Bruises, Broken Limbs, Death, Material Damage. Additional risk of slips, trips and falls.	All Staff, Members of the public, Contractors	Take extra care on jobs when adverse weather conditions make work difficult / dangerous	2 x 4

Overall Risk Factor :



<p>Probability</p> <p>1 2 3 5 7 9</p> <p>Highly unlikely Likely Certain</p>		<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>
<p>Severity</p> <p>1 3 4 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>		

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
18 Driving Company Vehicles: RTA, injury, injury to others.	All Staff, Members of the public, Contractors	The Company will hold a copy of each drivers license on file renewed annually. Drivers are not allowed to work whilst under the influence of alcohol or drugs and face severe disciplinary measures for breeches. Staff will adhere to speed limits at all times All vehicles used for company business are maintained and serviced on a regular basis Drivers will carry out vehicle checks prior to starting work including tyre pressures and damage, oil and water levels, headlights side lights and indicators, windscreen washers etc.	1 x 5



Overall Risk Factor :	
<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
19 Overhead power lines: Electrocution, death, fire.	All Staff, Members of the public, Contractors	Ensure that a banksman is used when operating vehicles in the vicinity of overhead cables and power lines.	1 x 5



Overall Risk Factor :	
<p>Probability</p> <p>1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
20 Mains Circuit Electricity: Death, Burns, Fire - Contact with live conductors and earth may cause electrocution or burns. Electrocution may cause heart stoppage through electric shock.	All Staff, Members of the public, Contractors	Where necessary to connect to a mains supply, the client will arrange connection.	1 x 5

Overall Risk Factor :	
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
21 Inclement Weather: Illness increased Risk of Slips, trips or falls, especially when working at height.	All Staff, Members of the public, Contractors	The site foreman is responsible for suspending work if weather conditions make the task unsafe Ensure safety of electrical equipment in wet weather as unsuitable equipment can easily become live and make its surroundings live.	2 x 2

Overall Risk Factor :	
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 2 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p style="text-align: center;">Severity</p> <p style="text-align: center;">1 2 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
22 Lone Working: Dangerous situations.	All Staff, Members of the public, Contractors	Periodic telephone contact with lone workers necessary. All staff will carry mobile phones and keep regular contact with foremen and managers	2 x 3

Overall Risk Factor :

Probability

1 2 3 5 7 9
 Highly unlikely Likely Certain

Severity



1 3 5 7 9
 No injury Minor injury Major injury Fatality

Key to Risk Factor

1 to 9 = **LOW Risk** - reduce if practicable

10 to 28 = **MEDIUM Risk** - begin to plan your action

30 + = **HIGH Risk** - immediate action required

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
23 Working Near Children: Injury, Ill health.	All Staff, Members of the public, Contractors	CRB checks have been carried out for all appropriate staff.	2 x 3

Overall Risk Factor :

Probability

1 2 3 5 7 9
 Highly unlikely Likely Certain

Severity



1 3 5 7 9
 No injury Minor injury Major injury Fatality

Key to Risk Factor



1 to 9 = **LOW Risk** - reduce if practicable

10 to 28 = **MEDIUM Risk** - begin to plan your action



30 + = **HIGH Risk** - immediate action required

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
24 Unfamiliarity with Place/Workers: General accident potential increased.	All Staff, Members of the public, Contractors	Staff will report to the site office/security before starting the task. Any site issues will be brought to their attention and taken into account.	2 x 2


Overall Risk Factor :	
<p>Probability</p> <p>1 2 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 2 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)
25 Hand Tools (Use): Bruising, Cuts, Eye damage - Improper use of hand tools and use of defective hand tools are common causes of minor injuries. Serious injuries may be caused particularly through failure of the tool e.g. mushrooming of chisel heads.	All Staff, Members of the public, Contractors	Ensure all tools to be used are in good condition i.e. no loose or damaged parts. Ensure the correct tool is used for the task e.g do not use screwdrivers as chisels.	2 x 2

Overall Risk Factor :	
<p>Probability</p> <p>1 2 3 5 7 9</p> <p>Highly unlikely Likely Certain</p> <p>Severity</p> <p>1 2 3 5 7 9</p> <p>No injury Minor injury Major injury Fatality</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>

	Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)				
26	Stage set up: Traps, crush injuries.	All Staff, Members of the public, Contractors	Stage is hydraulically lowered. Landing legs are adjusted to correct height. Hydraulics are not operated without clear line of sight. The control panel is positioned to allow good visibility of the full trailer. The operator has clear view of manoeuvring area and vigilance over approaching or overhead personnel. Appropriate training has been given to the operator. Emergency stop button on rear of screen and on remote control for hydraulics.	2 x 4				
Overall Risk Factor :								
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;"> <p style="text-align: center;">Probability</p> <p style="text-align: center;">1 2 3 5 7 9</p> <p style="text-align: center;">Highly unlikely Likely Certain</p> </td> <td style="width: 50%; border: none; vertical-align: top;"> <p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p> </td> </tr> <tr> <td style="border: none;"> <p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 4 5 7 9</p> <p style="text-align: center;">No injury Minor injury Major injury Fatality</p> </td> <td style="border: none;"></td> </tr> </table>					<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 2 3 5 7 9</p> <p style="text-align: center;">Highly unlikely Likely Certain</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>	<p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 4 5 7 9</p> <p style="text-align: center;">No injury Minor injury Major injury Fatality</p>	
<p style="text-align: center;">Probability</p> <p style="text-align: center;">1 2 3 5 7 9</p> <p style="text-align: center;">Highly unlikely Likely Certain</p>	<p>Key to Risk Factor</p> <p>1 to 9 = LOW Risk - reduce if practicable</p> <p>10 to 28 = MEDIUM Risk - begin to plan your action</p> <p>30 + = HIGH Risk - immediate action required</p>							
<p style="text-align: center;">Severity</p> <p style="text-align: center;">1 3 4 5 7 9</p> <p style="text-align: center;">No injury Minor injury Major injury Fatality</p>								

Assessment compiled by: _____ **Joanne Lever** _____ **Date of assessment:** _____ **22.11.2016** _____

Signature: _____  _____

Position: _____ **Company Secretary** _____ **Assessment review date:** _____ **N/A** _____

Certificate GB99/51135



The management system of

Direct Traffic Management Ltd

Unit 26, Frontier Works, King Edward Road,
Thorne, DNB 4HU, UK

has been assessed and certified as meeting the requirements of

ISO 9001:2008

For the following activities

**Road Traffic Management to the requirements of Highways Agency
Sector Scheme 12A, 12B and 12D.**

Further clarifications regarding the scope of this certificate and the applicability of
ISO 9001:2008 requirements may be obtained by consulting the organisation

This certificate is valid from 11 February 2015 until 11 February 2018
and remains valid subject to satisfactory surveillance audits.

Re certification audit due before 18 December 2017

Issue 10. Certified since 09 December 1999



Authorised by

SGS United Kingdom Ltd Systems & Services Certification
Rossmore Business Park Eileenmore Park Cheshire CH65 3EN UK
t +44 (0)151 350-0066 f +44 (0)151 350-0000 www.sgs.com

SGS 0001-8 26 0514

Page 1 of 1



0005



This document is issued by the Company subject to its General Conditions of
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Directorates apply. Any unauthorized alteration, forgery or falsification of the
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CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME

Certification Mark
www.chas.co.uk

Assessment Scheme

Certificate of Accreditation

This is to certify that

**Direct Traffic
Management Ltd**

is accredited within the Contractors
Health and Safety Assessment Scheme
(CHAS) having demonstrated compliance
with and sound management of current
basic health and safety legislation.

Valid until: 17 January 2017

Working in partnership with business

020 8545 3838 – ☎ to verify
www.chas.co.uk

Certificate of Registration

This is to certify that

Direct Traffic Management Ltd

Supplier Number: 109323

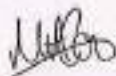
are now fully registered as a supplier on UVDB for the following products/services

2.8.17 Traffic Lights Hire

2.8.27 Traffic Management Services

3.3.33 Traffic and Light Signal Systems

4.1.89 Traffic lights installation and maintenance



Melanie Cox
Procurement Manager
Bournemouth Water

Registration Expiry Date: 24 January 2017

This is not a legal document and cannot be used as such.



RAILWAY INDUSTRY SUPPLIER
QUALIFICATION SCHEME

Certificate of Verification

This is to certify that

Direct Traffic Management Ltd
Supplier Number: 109323

is now a verified supplier on RISQS.

John Green
Chairman, RISQS Board

Subscription Expiry Date: 27 July 2017





RAILWAY INDUSTRY SUPPLIER
QUALIFICATION SCHEME

Product Code Summary

<u>Product Code</u>	<u>Product Name</u>	<u>Status</u>
04.29.01 SER	Traffic Management/Road Closures	Registered



January 21, 2016

Direct Traffic Management Ltd

Became a Member of the PICS Consortium on:

1/22/13

This document certifies that the company above is a Member of the PICS Consortium. This company will be an authorized user of the PICS database, as long as a full PICS membership is maintained.

John D. Moreland
John Moreland, President



JM ct

Jesse Cota, V.P. Operations



British Safety Council — Member —



Valid until 31st August 2017

This is to certify that
Direct Traffic Management Ltd

as a member of the British Safety Council, is committed
to keeping people safe and healthy at work.

Lynda Armstrong OBE
Chair of The Board of Trustees

Mike Robinson FCA
Chief Executive



Membership number
89404777-0N84-U

Constructionline

Part of Capita plc

Direct Traffic Management Ltd

177694

September 2016

A handwritten signature in black ink, appearing to be 'G. J. O.', located at the bottom center of the page.

DIRECT TRAFFIC MANAGEMENT LTD

Environmental Policy Statement

Direct Traffic Management Limited is committed to leading the industry in minimising the impact of its activities on the environment.

The Key points of its strategy to achieve this are:

- Minimise waste by evaluating operations and ensuring they are efficient as possible.
- Minimise toxic emissions through the selection and use of its fleet and the source of its power requirement.
- Actively promote recycling both internally and amongst its customers and suppliers.
- Source and promote a product/service range to minimise the environmental impact of both production and distribution.
- Meet or exceed all the environmental legislation that relates to the Company.
- The Company will measure its impact on the environment and set targets for ongoing improvement.
- The Company will incorporate a training program for its staff to raise awareness of environmental issues and enlist their support and ideas in improving the Company's performance.





Equal opportunities policy

Policy statement

The aim of this policy is to communicate and emphasise the commitment of Direct Traffic Management Ltd in the promotion of equality opportunity. It affirms that both the management and staff will rigorously observe the principles and actively pursue the objectives set out in this statement.

Direct Traffic Management Ltd will ensure that policy is fully implemented.

1/ It is Direct Traffic Managements policy to provide employment equality to all irrespective of:

- Gender
- Marital or civil partnership
- Having or not having dependants
- Religious belief or political opinion
- Race (including colour, nationality, ethnic or national origins)
- Disability
- Sexual orientation
- Age

2/ Direct Traffic Management Ltd are opposed to all forms of unlawful and unfair discrimination. All employees and job applicants (actual or potential) will be treated fairly and selection for employment, promotion, learning and development or any other benefit will be on the basis of aptitude and ability.

3/Direct Traffic management recognises that the provision of equal opportunities in the workplace is not only good management practice, but also makes sound business sense. Direct Traffic Management's equal opportunities policy will help all employees to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the company.

4/Direct Traffic Management is committed to

- Promoting equal opportunities for all persons
- Promoting a good and harmonious working environment
- Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment or victimisation.
- Fulfilling all legal obligations under the equality legislation and associated codes of practice.
- Complying with our own equal opportunities policy and associated policies.
- Taking lawful affirmative or positive action where appropriate.
- Regarding all breaches of equal opportunities policy as misconduct which could lead to disciplinary proceedings.

5/ in order to implement the policy Direct Traffic management will ensure that

- The policy will be made available to all employees when requested
- The policy will be made available during the induction process to all new employees
- The policy will be made available at the management meetings and amendments will be raised during the meeting.

6/ Employees who believe that they have suffered any form of discrimination, harassment or victimisation are entitled to raise the matter through Direct Traffic Management's grievance procedure which can be supplied on request. All complaints of discrimination will be dealt with seriously, promptly and confidentially.

7/ in addition to Direct Traffic Management's internal procedures, employees have the right to pursue complaints of discrimination to an Industrial Tribunal under the following anti-discrimination legislation:

Sex Discrimination Act 1975

The Sex Discrimination Act 1975 (SDA) makes it unlawful to discriminate on grounds of sex or marital status in recruitment, promotion and training.

- Direct sex discrimination occurs when a person of one sex is treated less favourably on grounds of sex than a person of the other sex would have been treated in the same circumstances.
- Indirect sex discrimination can occur where a requirement or condition is applied equally to men and women, but the proportion of one sex that can satisfy the condition is much smaller than the proportion of the other sex. Unless it can be proven that the condition is essential for the job, indirect discrimination may have taken place. It has also been established that discrimination against part-time workers may constitute indirect discrimination against women because nationally, and in most organizations, the majority of part-time workers are women. Restricting employment by means of age limits is another possible instance of indirect discrimination.
- The third type of discrimination covered by the Act is victimization. This occurs when an individual is discriminated against because they have exercised their rights under the Act.

Race Relations Act 1976

- The Race Relations Act 1976 (RRA) makes it unlawful to discriminate on grounds of race, colour, nationality or ethnic or national origin. This Act covers recruitment, promotion and training. The Act covers direct discrimination, indirect discrimination and victimization. Examples of indirect discrimination would include recruiting from sources, which exclude areas of high settlement of minority ethnic groups or insisting on British qualifications. Word of mouth recruitment in an organization where people from ethnic minority communities are under-represented would also constitute indirect discrimination.
- Section 8 of the Asylum and Immigration Act 1996, which came into effect on 27th January 1997, is also relevant. It deals with the issue of illegal working and makes it a criminal offence to employ a person who is not entitled to live or work in the United Kingdom. The act obliges employers to check that new employees are entitled to live and work in the UK by carrying out a number of checks before employment commences. The Commission for Racial Equality has warned that employers should ensure that any changes they make to their recruitment and selection procedure to comply with the new act do not put them in breach of the Race Relations Act. In particular, the CRE guidance states that employers should ensure that the checks (including documentation requests and their retention) are carried out at the same stage and in the same way for all applicants and without bias or discrimination on the basis of their race, colour or ethnic background.

The Race Relations (Amendment) Act 2000

- **Outlaws race discrimination** (direct, indirect and victimization) in public authority functions not covered by the original Race Relations Act 1976;
- **Defines "public authority" widely** for the purpose of outlawing race discrimination, so that it includes public functions carried out by private sector organizations and has only limited exemptions;
- Places a **general duty** on specified public authorities to **promote race equality**;
- Empowers the home secretary to **extend the list of public bodies** in the act that are subject to the general duty to promote race equality to include other bodies exercising public functions;
- Empowers the home secretary (or Scottish ministers where appropriate) to impose **specific duties** on public bodies which are subject to the general duty to promote race equality to ensure their better performance of the general duty;
- Gives the Commission for Racial Equality (CRE) **powers to enforce specific duties** imposed on public authorities;
- Gives the CRE **powers to issue codes of practice** to provide practical guidance to public bodies on how to fulfill their general and specific duties to promote race equality;
- Allows race discrimination **claims to be brought against educational bodies direct to a county or sheriff court** without, as now, a two month "cooling off" period of notification to central government;
- Makes **chief officers of police vicariously liable** for acts of discrimination carried out by officers under their direction and control and provides for compensation, costs or expenses awarded as a result of a claim to be paid out of police funds;
- Removes the power for a minister to issue conclusive certificates in race claims to the effect that an act of race discrimination was done for the purposes of **national security** and was therefore not unlawful.

Equal Pay Acts 1970 and 1983 and 2010

The Equal Pay Act (1970) came into force originally at the end of 1975 and its purpose was to eliminate discrimination in pay between men and women. It was amended in 1983 to include work of equal value and most claims are now under this part of the Act. The Act allows an individual to claim pay equal to that received by members of the opposite sex on the grounds that they are doing:

- Like work
- Work rated as equivalent under a job evaluation scheme
- Work of Equal Value - in terms of demands made under such headings as effort, skill and decision-making

Claims can be pursued through the Employment Tribunal system.

Disability Discrimination Act 1995

The employment sections of the Disability Discrimination Act came into effect on 2nd December 1996. This Act operates in a similar way to the Race Relations Act and the Sex Discrimination Act, but also places a duty on an employer to make 'reasonable adjustments' to premises or working practices to allow a disabled person to be employed.

The definition of disability is wide and includes physical disabilities, sensory disabilities (visual or hearing impairment), learning difficulties, mental health problems as well as progressive conditions such as Multiple Sclerosis and Aids.

Human Rights Act 1998

The Human Rights Act was incorporated into UK law on 1st October 2000 and is intended to implement the European Convention on Human Rights in the UK. The latter outlines several issues, including rights to freedom of thought, conscience & religion, the right to respect for private and family life and in particular, 'The enjoyment of the rights and freedoms... shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth or other status.'

In terms of recruitment it may outlaw discrimination on grounds of sexual orientation, religious belief or possibly family circumstances in addition to the types of discrimination discussed above.

8/ Employees wishing to make a complaint to a tribunal would normally be required to raise their complaint under the internal grievance procedure first.

9/ Every effort will be made to ensure that employees making complaints will not be victimised. Any complaints of victimisation will be dealt with seriously, promptly and confidentially. Victimisation will result in disciplinary action and may warrant dismissal.

A handwritten signature in black ink, appearing to read 'C. Midson', is located in the lower-left quadrant of the page.



Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D	Ref No.	RA02
Scheme	All Traffic Management Activities		

Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
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Operatives being struck by a road users vehicle	Employees Public	Injury Damage to property	HIGH	<p>All operatives to be trained or be under the direct supervision of a trained operative.</p> <p>The “Workforce in road - Slow” sign must be installed prior to any operative entering a live lane dual carriageway and its use will be considered on all other roads.</p> <p>Operatives will not cross a live carriageway, including slip roads unless there is an immediate threat to life and a dynamic risk assessment determines it is safe to do so.</p> <p>Prior to installing the taper, the walking- out area is assessed for visibility and the absence of trip hazards.</p> <p>Access and egress, loading and unloading from vehicles should always be undertaken from the non-trafficked side of the vehicle.</p> <p>Where VMS and Matrix signs are available their use must be requested.</p> <p>Operatives must always face the oncoming traffic; where this is not possible a look-out must be used.</p> <p>All operatives are to wear PPE consisting of high-vis jacket/ vest and trousers, safety boots, helmet, safety specs (where required) and gloves.</p>	LOW
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Assessed by: S. Young	Approved by: C.Midson	Date of Assessment: July 16	Date of Review: July17	Version:04
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Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D	Ref No.	RA02
Scheme	All Traffic Management Activities		

Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
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				Where cone washing is permitted, the cones must be removed one at a time approximately 2m from the live traffic lane to a place of safety and washed, then replaced.	
TM vehicle being struck by a road users vehicle	Employees Public	Injury Damage to property	HIGH	<p>All operatives to be trained or be under the direct supervision of a trained operative.</p> <p>Vehicles used must be signed in accordance with the requirements of Chapter 8 TSM.</p> <p>The “Workforce in road - Slow” sign must be installed before an Impact Protection Vehicle enters a live lane during the installation or removal of static TM.</p> <p>Operations will only be carried out in accordance with the method statement.</p> <p>Where VMS and Matrix signs are available their use must be requested.</p> <p>Visibility must not be obstructed by bends or hills.</p>	LOW

Assessed by: S. Young	Approved by: C.Midson	Date of Assessment: July 16	Date of Review: July17	Version:04
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Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D	Ref No.	RA02
Scheme	All Traffic Management Activities		

Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
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Equipment falling from a TM vehicle into a live lane	Employees Public	Injury Damage to property	HIGH	<p>Check all equipment is fit for purpose prior to loading of vehicles.</p> <p>Ensure all equipment is stowed correctly and secured.</p> <p>Ensure vehicle is not over-loaded.</p> <p>Operatives must not lean over the side of the vehicle.</p> <p>Lamp cages are not to be used for the storage of sand bags.</p>	LOW
Slips, trips and falls	Employees	Injury	HIGH	<p>All operatives are to wear PPE consisting of high-vis jacket/ vest and trousers, safety boots, helmet, safety specs (where required) and gloves.</p> <p>Safety boots to be laced and tied correctly.</p> <p>When accessing and egressing the vehicle, 3 points of contact must be maintained at all times.</p> <p>Guard rails are to be checked as part of the vehicle check.(To Only be Used while working from the Vehicle not to be used in transit)</p> <p>Ensure there is adequate lighting.</p> <p>Head torches must be used at night.</p>	LOW

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Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D	Ref No.	RA02
Scheme	All Traffic Management Activities		

Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
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Manual handling injuries	Employees	Injury	HIGH	<p>All employees will receive onsite training.</p> <p>Mechanical handling equipment should be considered when operating in the yard.</p> <p>The load should be assessed prior to moving to ensure that it is within the capability of the operative.</p> <p>When lifting, bend your knees not your back and lift with the legs; keep your back straight and try to avoid twisting whilst carrying. Get a firm grip and keep the load as close to your mid-section as possible.</p> <p>A maximum of two cones shall only be lifted at a time.</p> <p>Large signs and frames must be lifted by a minimum of two operatives.</p> <p>When removing frames from a rack, check before the retaining bar/strap is released that the frames have not moved in transit; if it looks like they have moved and could collapse then ask for assistance.</p> <p>At all times be in control of frames and signs whilst handling; do not throw or drop them off the vehicle.</p>	LOW
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Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D	Ref No.	RA02
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Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
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Falling from height (vehicles)	Employees	Injury	HIGH	<p>Ensure the gloves worn give adequate grip.</p> <p>Ensure guard rails are fitted and only removed when the vehicle is stationary and only while the vehicle is being loaded or unloaded. To be removed in transit. Ensure adequate footing is available for loading and unloading.</p> <p>Vehicle beds will be routinely inspected for suitability.</p> <p>Report any vehicle flooring which is in an unsatisfactory condition immediately.</p> <p>Maintain good housekeeping on the TM vehicle at all times.</p> <p>Operatives must not lean over the side of the vehicle.</p> <p>Only use the designated entry points to gain access into or onto the vehicle.</p> <p>Where additional safety steps have been fitted to a vehicle, they must be used.</p> <p>Ensure batteries, lamps, securing straps and safety zone tape is stored safely.</p> <p>Ensure there is adequate lighting.</p> <p>Do not jump from a vehicle; 3 points of contact must be</p>	LOW
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				<p>maintained at all times when gaining access or exit into or onto the vehicle.</p> <p>Ensure safety boots are fit for purpose and laces tied properly.</p> <p>Operatives must not stand on the back of a moving vehicle, except where cones are being placed or removed and the vehicle is travelling at low speed.</p>	
Falling from height	Employees	Injury	HIGH	<p>Operations that require signs to be fixed to street furniture and structures will have a site specific risk assessment.</p> <p>A site specific risk assessment must be conducted for the use of ladders.</p> <p>The vehicle safety fence must not be stood on to install signs.</p> <p>Where it is not possible to lift a sign plate into position, signs should be assembled on the ground and lifted into place by a team of operatives.</p>	LOW
Adverse weather	Employees Contractors Public	Injury Damage to property	HIGH	<p>Weather forecast checks will be made prior to the start of any works; should the forecast suggest that weather will deteriorate during the works an assessment of the impact will be made.</p> <p>Extra ballast should be provided in high winds.</p>	LOW

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Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D	Ref No.	RA02
Scheme	All Traffic Management Activities		

Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
				<p>Large signs should not be carried or installed in high winds.</p> <p>Where visibility drops below an acceptable level, works will be suspended.</p> <p>Closed lanes will not be opened up until they are clear of snow and ice.</p>	
Contractor being left in a live lane	Contractors Public	Injury Damage to property	HIGH	A physical check of the closed off section of road must be conducted prior to opening up any section to public traffic.	LOW
Reversing vehicles	Employees Contractors Public	Injury Damage to property	HIGH	<p>TM installation, removal and maintenance vehicles must be fitted with a reversing alarm and CCTV.</p> <p>All reversing vehicles must be directed by a reversing assistant, except during the removal of a lane closure.</p>	MEDIUM
Environmental contamination	Employees Contractors Public Environment Wildlife	Injury Damage to environment	HIGH	<p>All equipment is to be removed from site on completion of the works.</p> <p>All refuelling of vehicles will be undertaken at authorised locations.</p> <p>All waste must be removed from site on completion of the works.</p>	LOW
Operatives not knowing their individual role	Employees Contractors Public	Injury Damage to property	HIGH	A start of shift briefing will be conducted prior to any work commencing where operatives will be briefed on the contents of applicable risk assessments and method statements.	LOW

Assessed by: S. Young	Approved by: C.Midson	Date of Assessment: July 16	Date of Review: July17	Version:04
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Scheme	All Traffic Management Activities		

Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
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Use of tools	Employees	Injury	HIGH	<p>Operatives must be trained and competent in the use of the tools they are expected to use.</p> <p>All electrical power tools must be PAT tested and a record kept. Wherever possible minimise the length of a 240 volt cable being used. To reduce the risk of electrocution, use a 110 volt centre tapped transformer or use a residual current device RCD.</p> <p>Ensure that faulty equipment is removed from service and repaired or replaced immediately.</p> <p>Do not use power tools near flammable substances or leave them switched on, always consider the risk of electrocution or fire.</p> <p>All operatives are to wear the requisite PPE for the tool they intend to use.</p>	LOW
Traffic management equipment causing obstruction.	Employees Contractors Public	Injury Damage to property	HIGH	<p>Signs must not obstruct the footway; a minimum of 1.2m must be allowed for pedestrians.</p> <p>Signs should be placed behind barrier where possible.</p> <p>Signs must be placed a minimum of 450mm away from live traffic, this may need to be increased where there is a camber on the road.</p>	LOW

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Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D	Ref No.	RA02
Scheme	All Traffic Management Activities		

Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls
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				<p>Signs must be secured with ballast or secured to barrier with straps or rope.</p> <p>Redundant signs must be removed from site; where there are no pedestrians, signs will be laid flat with legs pointing away from the traffic where possible.</p> <p>Flap signs will be flapped closed but remain stood.</p> <p>Sign plate will not be slotted in between barrier but must be laid flat and secured with ballast.</p> <p>Maintenance checks will be carried out in line with the contract specification.</p>	
Confrontation with road users	Employees	Injury Damage to property	HIGH	<p>Remain courteous at all times.</p> <p>Inform the Supervisor or TSCO immediately.</p> <p>Contact the Police if necessary.</p> <p>A site specific risk assessment must be conducted prior to any lone working.</p> <p>Do not try to stop errant vehicles.</p>	LOW

Assessed by: S. Young	Approved by: C.Midson	Date of Assessment: July 16	Date of Review: July17	Version:04
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Risk Assessment Title	Installing, Maintaining and Removing Static Traffic Management 12D			Ref No.	RA02
Scheme	All Traffic Management Activities				
Hazard	Persons at Risk	Risk	Without Controls	Control Measures	With Controls

Assessed by: S. Young	Approved by: C.Midson	Date of Assessment: July 16	Date of Review: July17	Version:04
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METHOD STATEMENT

Contract

GARY BEESTONE (IN WITH A BANG)

Prepared by

SEAN YOUNG

Issue date

10/12/2016

Traffic Management System

ROAD CLOSURE DIVERSION

Standard layout number and drawing number

SY701-07

Signed by Operative/Foreman/LTMO

I have read and understand this Method Statement and I am signing this to show all personnel involved with the installation/ maintenance/ removal of the traffic management have read and understand this Method Statement.

Name

Signed

Introduction

This method statement is devised to assist in the safe implementation of Traffic Management system. Adherence to this should result in the protection of the passing public and employees working within the traffic management system.

This method statement is available for pre-issue or authorisation to Direct Traffic Management personnel, prior to the start of all operational work, and should be read in conjunction with the following documents:

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Risk Assessment

In accordance with the requirements of the Management of Health and Safety at Work Regulations (1999), risk assessments for all traffic management operations are carried out to enable control measures to be designed and implemented.

Risk assessments are reviewed annually or when an occurrence requires the process to be reviewed.

Quality Policy

1.aNHSS12DThe installation, maintaining and removing of temporary traffic management on rural and urban roads.

1.b Organisation Manager; Mr Mark Midson (Financial Director)

Technical Officer; Mr Keith Colby (Contracts Manager).

Traffic Management Design Team; Mr Jamie Naylor (Contracts Manager), Mr Nigel Stoker (Operations Manager), Mr Sean Young (Compliance Manager), Mr Daniel Felton (Drawing Technician)

Lead Traffic Management Operative (LTMO)

LTMO Contact Number;

Traffic Management Operatives;

1.c Quality Manual; The company's Quality Manual defines the roles and responsibilities in relation to Managements Requirements, Resource Management and Product Realisation and is adhered to at all times (6.1 to 8.5).

1.d Control of personnel; The requirements of NHSS 12D in terms of the training and ratios shall be met at all times and remains the responsibility of the Design Team, specifically the Operations Manager and Compliance Manager.

1.c Programming the works; Any specific programme information shall be included in the attached method statement or will be provided as a separate document to the Foreman/LTMO prior to the works commencing

1.d Customer information; Contact details for the Customers nominated Quality Manager, Project Manager or other representative will be included in the Job folder or passed on to the relevant Forman/LTMO prior to works commencing.

2 Contract specific statements

The Company will;

- Provide any statement relating to the liaison with the Police, the client and the Highway Authority.
- Make available any certification showing operative conformity against the relevant scheme. All operatives will carry and make available competency cards when requested.
- Create a site specific method statement detailing the procedures for the installation, maintenance and removal of the traffic management system.
- Provide any necessary contract drawings relevant to the traffic management system.
- Provide any necessary site inspections to ensure that the traffic management system has been correctly installed and that the signage is in accordance with the drawings and specification.

Additional Information

Client is Gary Beestone

01/01/2017 See Event Schedule.

Install Road Closures Plimsoll Street as per Drawing named above. Road closure to take place after the entrance to the public house Strictly resident access only and this is to be produced prior to access being given. This is to be manned for the duration of the event and can be removed at 21:30.

Method of works

1. Risk assessment

2. Drive through site, check and confirm the works area.
3. Carry out a dynamic risk assessment if required

4. Placement of signs

5. Stop the vehicle in a safe place and don the correct P.P.E. and Prepare the vehicle for sign deployment from a safe location (beacons on, sides dropped etc.).
6. Pull out when safe to do so and proceed to the first sign location.
7. Indicate in and bring the vehicle to a safe stop.
8. Exit the vehicle from the passenger side door at all times.
9. Off load the sign from the vehicle using correct manual handling skills (if standing trigger signs for the diversion either lay down or reverse the plate until the remainder of the diversion has been installed)
10. Off load the correct amount of sand bags for the sign.
11. Install the sign in a safe location.
12. Add the correct amount of ballast for the sign or secure to the street furniture using a suitable material.
13. Enter the works vehicle from the passenger side.
14. Repeat the above process for all sign locations as shown on the drawing or standard layout.

15. Placement of cones

16. Place the vehicle along the kerb edge.
17. One operative is to exit the works vehicle from the safe side and using safe manual handling climb on to the rear of the vehicle.
18. Off load the cones into a neat stack ready for closure.
19. Off load lamps at this point if required.

20. Installation of road closure

21. Check your drawing for trigger sign locations.
22. Repeat steps 7 to 9 for each location either standing the trigger signs or reversing the plate to trigger the diversion
23. Wait for a suitable gap in the traffic and place the cones half way across the road at the closure point standing the road closed sign behind the cone line.
24. Repeat step 23 for each closure point.

25. Once all the traffic has left the closure complete the cone line to fully close the road.
26. Repeat step 25 for each closure point.
27. Add lamps if required

28. Chicanes

29. Place a row of cones half way across the road with a road closed sign behind the cone line.
30. Place a second row of cones 20 to 30 feet (2-3 white lines) away further into the closure on the opposite side of the road.
31. Place a flashing road danger lamp on the outside cone and steady lamp the remaining cones.
32. Stand access only signs if required.

33. Gate operative and ambassador duties

34. As vehicles approach the closure stand in a place of safety (DO NOT STAND IN FRONT OF ANY APPROACHING VEHICLE)
35. Once the vehicle stops wait for the driver or occupant to approach you (DO NOT WALK INTO THE LIVE CARRIAGEWAY TO COMMUNICATE WITH THE PUBLIC)
36. Once the driver or occupant approaches greet them politely and advise accordingly using reference material if necessary (laminated maps or drawings).
37. If the vehicle requires access to a property or business inside the closure and access has either been prearranged or is available the operative will then;
38. Open the cones from within the closure
39. Advise the driver on the safe route and to keep the speed limit down to 10 mph.
40. If you are in radio contact with the other operative or the site foreman inform them of the vehicle within the closure.
41. If any member of the public becomes aggressive DO NOT answer them back or become involved in an argument DO NOT provoke them in to an aggressive situation. DO bite your lip and walk away if necessary. If you find yourself in a situation where you feel in danger it is advised that you contact the site foreman or the client. If necessary and you feel the need to do so contact the police via 999.
42. If a vehicle fails to stop for the closure point it is advised that by using a radio or phone make contact with the other operatives on site to warn them of the vehicle.

43. Removal

44. Ensure all works are complete and all loose materials have been removed; ensure that any materials that need to cure have suitable time to do so.
45. At each closure point open the cones half way leaving the oncoming traffic still unable to access the closure
46. Once step 45 is complete remove the remaining cones from each closure point.
47. Wait for the back log of traffic to clear.
48. Collect all the cones in by pulling the works vehicle along the kerb or verge and place the cones on to the rear of the vehicle one by one.
49. Follow steps 6 to 9 and collect in all the trigger signs first followed by the remaining advance signs.
50. Pull the vehicle into a safe location and secure the load.
51. Check the load and leave for the depot.

52. **Maintenance**

53. Always carry out maintenance from a safe location. Never stand on barrier systems or street furniture to remove/reinstall signs. Maintenance shall be carried out by a gang of no less than 2.
54. To clean cones/signs, one operative will watch for traffic and the other will whilst facing oncoming traffic remove the cone/sign from its location and carry it back in to a place of safety not less than the sideways safety zone for the speed of that road.
55. The cone/sign can now be cleaned using the correct equipment.
56. To replace the cone/sign, one operative will watch for traffic and the other will whilst facing oncoming traffic replace the cone/sign.
57. To change cone lamp batteries, follow steps 55 to 59 but replacing the spent worn battery for a new charged unit.
58. Dispose of spent batteries by returning them to the depot and segregating them in the designated area
59. All maintenance must be carried out in a place of safety, if you are unsure or feel at risk you must stop what you are doing and contact your supervisor from a place of safety.

60. **Temporary removal & re-installation of traffic management system**

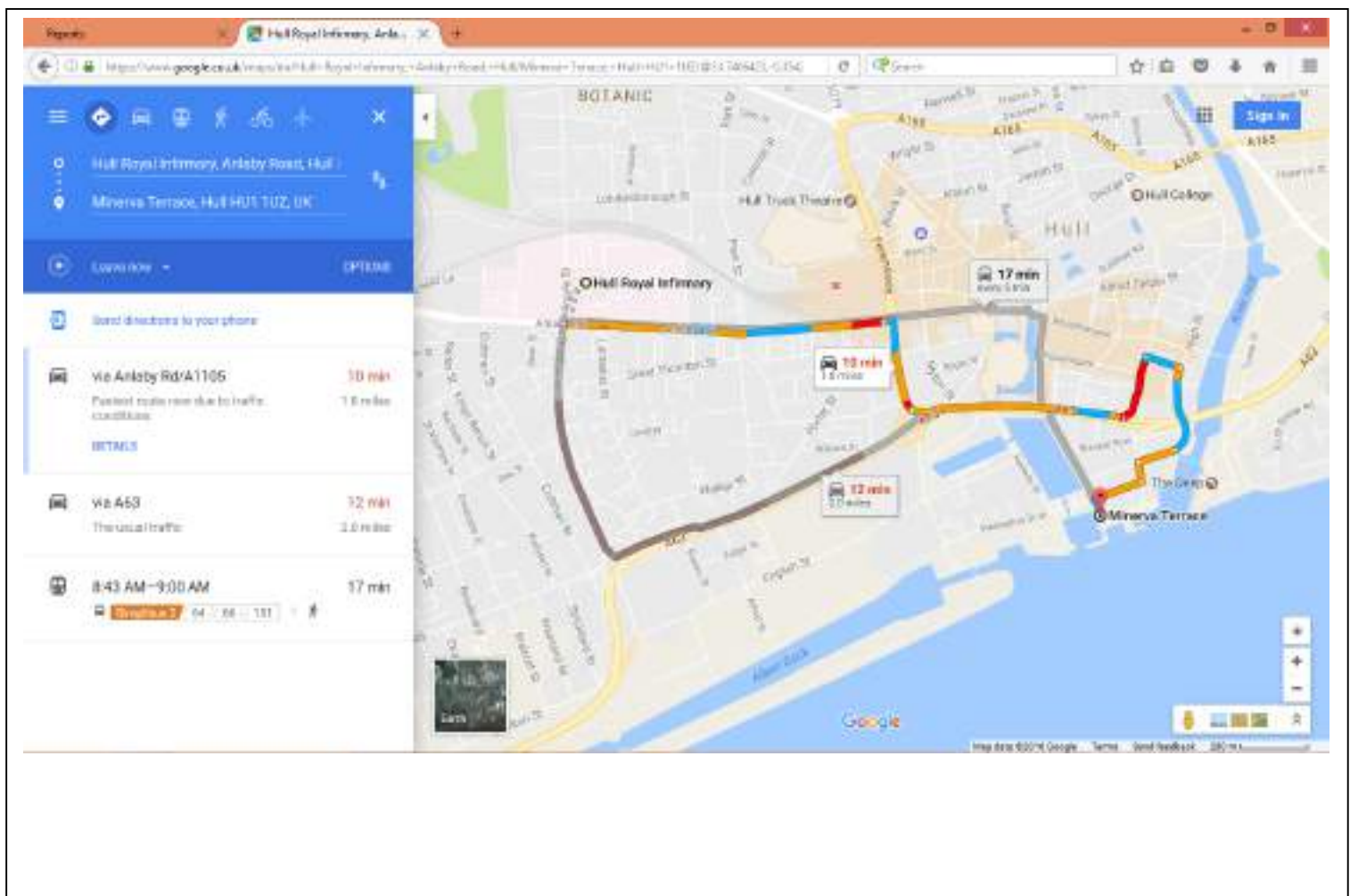
61. The closure may require temporary removal under the following conditions (please note following conditions are an example only and other conditions may apply)
 - End of shift
 - Peak traffic conditions
 - Accident/incident
 - Adverse weather

62. The closure will be removed by walking in the cones and signage within the coned area to the safest verge or pavement by carrying the equipment and working back towards the lead in taper.
63. All equipment will be placed as not to obstruct pedestrians or other street furniture and all signs will have feet facing away from oncoming traffic and weighted down with sandbags
64. The advance signage will be laid down as described in 64 or removed as in point 66.
65. Where possible and practical signs will be carried and placed either in a compound or on the rear of the works vehicle.
66. If adverse weather conditions make it unsafe to remove the closure or you feel that there is an increased level of risk you must contact the supervisor prior to any works being carried out
67. To reinstall the closure follow steps 5 to 28.

In case of Emergency the nearest A&E Unit is

Hull Royal Infirmary, Anlaby Road, Hull HU3 2JZ, United Kingdom

Directions to the A&E Unit





METHOD STATEMENT

Contract

GARY BEESTONE (IN WITH A BANG)

Prepared by

SEAN YOUNG

Issue date

10/12/2016

Traffic Management System

ROAD CLOSURE DIVERSION

Standard layout number and drawing number

SY701-03B

Signed by Operative/Foreman/LTMO

I have read and understand this Method Statement and I am signing this to show all personnel involved with the installation/ maintenance/ removal of the traffic management have read and understand this Method Statement.

Name

Signed

Introduction

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Risk Assessment

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Risk assessments are reviewed annually or when an occurrence requires the process to be reviewed.

Quality Policy

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1.b Organisation Manager; Mr Mark Midson (Financial Director)

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Traffic Management Design Team; Mr Jamie Naylor (Contracts Manager), Mr Nigel Stoker (Operations Manager), Mr Sean Young (Compliance Manager), Mr Daniel Felton (Drawing Technician)

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2 Contract specific statements

The Company will;

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Additional Information

Client is Gary Beestone

31/12/2016 09:00

Install Road Closures to Nelson Street, Pier Street and Minerva Terrace. Close the roads at 09:00

Once the road closures are in place pre set diversion as per dwg Sy701-03V2 and SY701-05B.

Leave site when complete return on the 2nd January to remove the closures of Nelson Street, Pier Street and Minerva Terrace at 10:00 once complete do a full sweep of all road closure points and diversions and remove any equipment left out.

Method of works

1. Risk assessment

2. Drive through site, check and confirm the works area.
3. Carry out a dynamic risk assessment if required

4. Placement of signs

5. Stop the vehicle in a safe place and don the correct P.P.E. and Prepare the vehicle for sign deployment from a safe location (beacons on, sides dropped etc.).
6. Pull out when safe to do so and proceed to the first sign location.
7. Indicate in and bring the vehicle to a safe stop.
8. Exit the vehicle from the passenger side door at all times.
9. Off load the sign from the vehicle using correct manual handling skills (if standing trigger signs for the diversion either lay down or reverse the plate until the remainder of the diversion has been installed)
10. Off load the correct amount of sand bags for the sign.
11. Install the sign in a safe location.
12. Add the correct amount of ballast for the sign or secure to the street furniture using a suitable material.
13. Enter the works vehicle from the passenger side.
14. Repeat the above process for all sign locations as shown on the drawing or standard layout.

15. Placement of cones

16. Place the vehicle along the kerb edge.
17. One operative is to exit the works vehicle from the safe side and using safe manual handling climb on to the rear of the vehicle.
18. Off load the cones into a neat stack ready for closure.
19. Off load lamps at this point if required.

20. Installation of road closure

21. Check your drawing for trigger sign locations.
22. Repeat steps 7 to 9 for each location either standing the trigger signs or reversing the plate to trigger the diversion
23. Wait for a suitable gap in the traffic and place the cones half way across the road at the closure point standing the road closed sign behind the cone line.
24. Repeat step 23 for each closure point.

25. Once all the traffic has left the closure complete the cone line to fully close the road.
26. Repeat step 25 for each closure point.
27. Add lamps if required

28. **Chicanes**

29. Place a row of cones half way across the road with a road closed sign behind the cone line.
30. Place a second row of cones 20 to 30 feet (2-3 white lines) away further into the closure on the opposite side of the road.
31. Place a flashing road danger lamp on the outside cone and steady lamp the remaining cones.
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33. **Gate operative and ambassador duties**

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42. If a vehicle fails to stop for the closure point it is advised that by using a radio or phone make contact with the other operatives on site to warn them of the vehicle.

43. **Removal**

44. Ensure all works are complete and all loose materials have been removed; ensure that any materials that need to cure have suitable time to do so.
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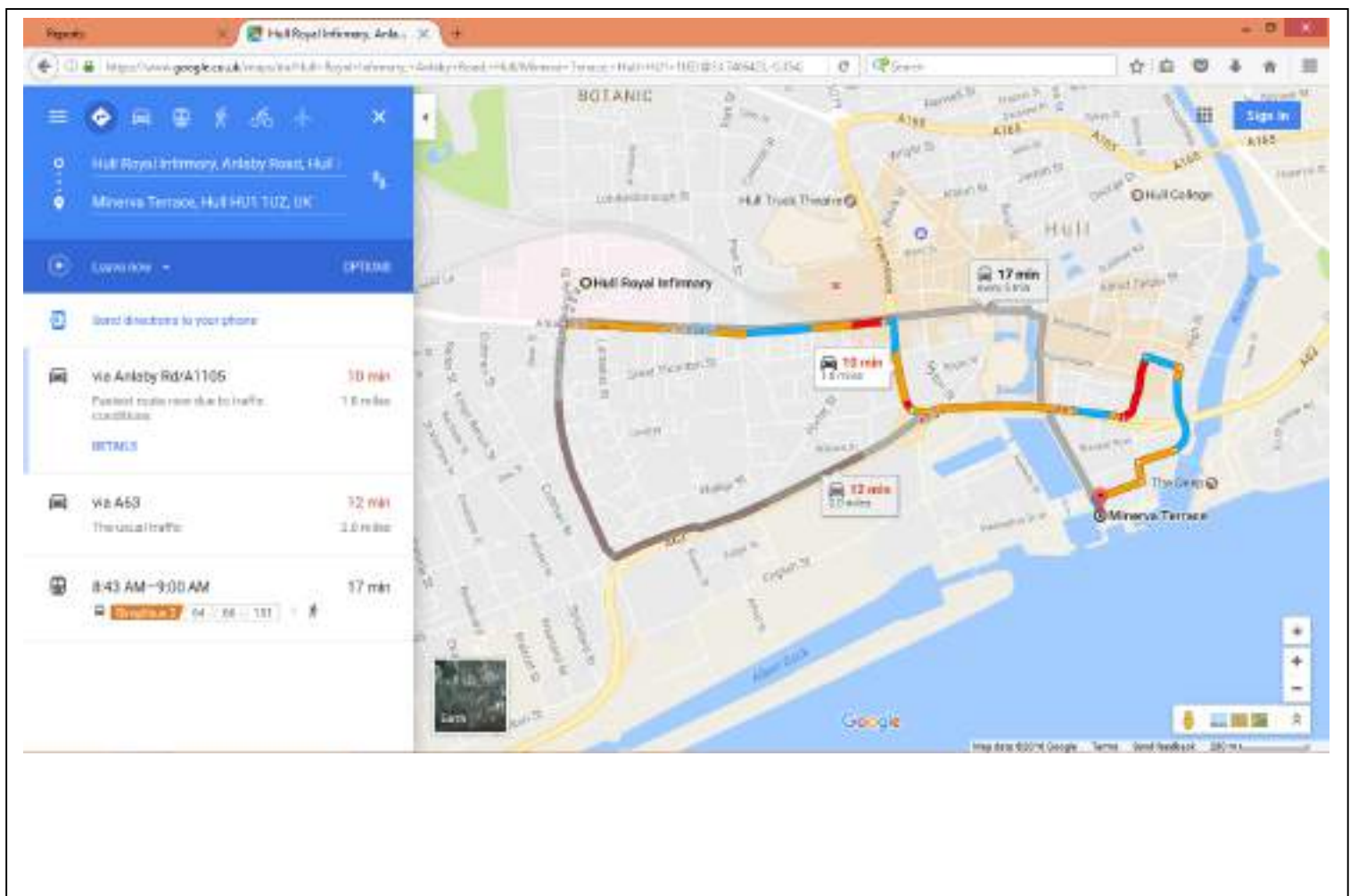
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METHOD STATEMENT

Contract

GARY BEESTONE (IN WITH A BANG)

Prepared by

SEAN YOUNG

Issue date

10/12/2016

Traffic Management System

ROAD CLOSURE DIVERSION

Standard layout number and drawing number

SY701-07

Signed by Operative/Foreman/LTMO

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Name

Signed

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Additional Information

Client is Gary Beestone

01/01/2017 See Event Schedule.

Install Road closure points to Queen Street Humber Street High Street and Manor House Street at 16:00 1 Operative to stay on the closure points to allow emergency vehicle access where required. Ensure that you are in contact with the event crew and supervisors.

Barriers will be provided by the event crew install a line of cones then a line of barrier to create sterile area. Access to Premier Inn is to be maintained at all times.

Method of works

1. Risk assessment

2. Drive through site, check and confirm the works area.
3. Carry out a dynamic risk assessment if required

4. Placement of signs

5. Stop the vehicle in a safe place and don the correct P.P.E. and Prepare the vehicle for sign deployment from a safe location (beacons on, sides dropped etc.).
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15. Placement of cones

16. Place the vehicle along the kerb edge.
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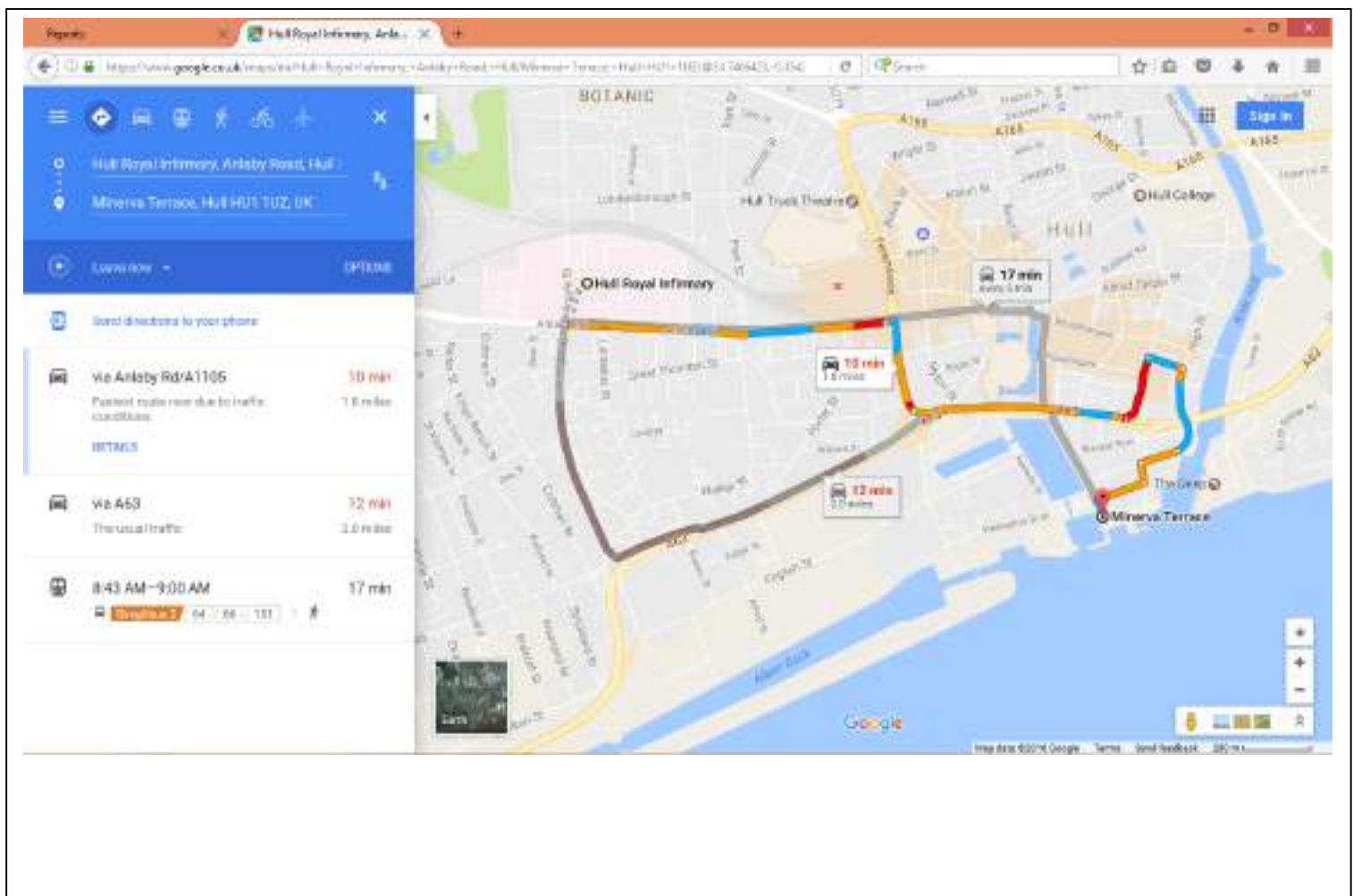
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METHOD STATEMENT

Contract

GARY BEESTONE (IN WITH A BANG)

Prepared by

SEAN YOUNG

Issue date

10/12/2016

Traffic Management System

ROAD CLOSURE DIVERSION

Standard layout number and drawing number

SY701-07

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<p style="text-align: center;">Safety at street works and road works: a code of practice (Red Book)</p> <p style="text-align: center;">Chapter 8 traffic signs manual 2009</p> <p style="text-align: center;">HSE Document (Crossing of Carriageway by foot)</p> <p style="text-align: center;">DTM or Client Issued drawings</p> <p style="text-align: center;">Risk assessments</p>
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Risk Assessment

In accordance with the requirements of the Management of Health and Safety at Work Regulations (1999), risk assessments for all traffic management operations are carried out to enable control measures to be designed and implemented.

Risk assessments are reviewed annually or when an occurrence requires the process to be reviewed.

Quality Policy

1.aNHSS12DThe installation, maintaining and removing of temporary traffic management on rural and urban roads.

1.b Organisation Manager; Mr Mark Midson (Financial Director)

Technical Officer; Mr Keith Colby (Contracts Manager).

Traffic Management Design Team; Mr Jamie Naylor (Contracts Manager), Mr Nigel Stoker (Operations Manager), Mr Sean Young (Compliance Manager), Mr Daniel Felton (Drawing Technician)

Lead Traffic Management Operative (LTMO)

LTMO Contact Number;

Traffic Management Operatives;

1.c Quality Manual; The company's Quality Manual defines the roles and responsibilities in relation to Managements Requirements, Resource Management and Product Realisation and is adhered to at all times (6.1 to 8.5).

1.d Control of personnel; The requirements of NHSS 12D in terms of the training and ratios shall be met at all times and remains the responsibility of the Design Team, specifically the Operations Manager and Compliance Manager.

1.c Programming the works; Any specific programme information shall be included in the attached method statement or will be provided as a separate document to the Foreman/LTMO prior to the works commencing

1.d Customer information; Contact details for the Customers nominated Quality Manager, Project Manager or other representative will be included in the Job folder or passed on to the relevant Forman/LTMO prior to works commencing.

2 Contract specific statements

The Company will;

- Provide any statement relating to the liaison with the Police, the client and the Highway Authority.
- Make available any certification showing operative conformity against the relevant scheme. All operatives will carry and make available competency cards when requested.
- Create a site specific method statement detailing the procedures for the installation, maintenance and removal of the traffic management system.
- Provide any necessary contract drawings relevant to the traffic management system.
- Provide any necessary site inspections to ensure that the traffic management system has been correctly installed and that the signage is in accordance with the drawings and specification.

Additional Information

Client is Gary Beestone

01/01/2017 See Event Schedule.

Install Road Closures For A63 as per diversion plan attached this has been pre places and closure of the WB Carriage way to be in place for 16:45 Team 1 will implement the closure of the EB Carriageway under lane closures. Please ensure you are in contact with team 1 and event Control at all times.

Closures can be removed at 22:00 please remove all equipment at this time.

Method of works

1. Risk assessment

2. Drive through site, check and confirm the works area.
3. Carry out a dynamic risk assessment if required

4. Placement of signs

5. Stop the vehicle in a safe place and don the correct P.P.E. and Prepare the vehicle for sign deployment from a safe location (beacons on, sides dropped etc.).
6. Pull out when safe to do so and proceed to the first sign location.
7. Indicate in and bring the vehicle to a safe stop.
8. Exit the vehicle from the passenger side door at all times.
9. Off load the sign from the vehicle using correct manual handling skills (if standing trigger signs for the diversion either lay down or reverse the plate until the remainder of the diversion has been installed)
10. Off load the correct amount of sand bags for the sign.
11. Install the sign in a safe location.
12. Add the correct amount of ballast for the sign or secure to the street furniture using a suitable material.
13. Enter the works vehicle from the passenger side.
14. Repeat the above process for all sign locations as shown on the drawing or standard layout.

15. Placement of cones

16. Place the vehicle along the kerb edge.
17. One operative is to exit the works vehicle from the safe side and using safe manual handling climb on to the rear of the vehicle.
18. Off load the cones into a neat stack ready for closure.
19. Off load lamps at this point if required.

20. Installation of road closure

21. Check your drawing for trigger sign locations.
22. Repeat steps 7 to 9 for each location either standing the trigger signs or reversing the plate to trigger the diversion
23. Wait for a suitable gap in the traffic and place the cones half way across the road at the closure point standing the road closed sign behind the cone line.
24. Repeat step 23 for each closure point.

25. Once all the traffic has left the closure complete the cone line to fully close the road.
26. Repeat step 25 for each closure point.
27. Add lamps if required

28. Chicanes

29. Place a row of cones half way across the road with a road closed sign behind the cone line.
30. Place a second row of cones 20 to 30 feet (2-3 white lines) away further into the closure on the opposite side of the road.
31. Place a flashing road danger lamp on the outside cone and steady lamp the remaining cones.
32. Stand access only signs if required.

33. Gate operative and ambassador duties

34. As vehicles approach the closure stand in a place of safety (DO NOT STAND IN FRONT OF ANY APPROACHING VEHICLE)
35. Once the vehicle stops wait for the driver or occupant to approach you (DO NOT WALK INTO THE LIVE CARRIAGEWAY TO COMMUNICATE WITH THE PUBLIC)
36. Once the driver or occupant approaches greet them politely and advise accordingly using reference material if necessary (laminated maps or drawings).
37. If the vehicle requires access to a property or business inside the closure and access has either been prearranged or is available the operative will then;
38. Open the cones from within the closure
39. Advise the driver on the safe route and to keep the speed limit down to 10 mph.
40. If you are in radio contact with the other operative or the site foreman inform them of the vehicle within the closure.
41. If any member of the public becomes aggressive DO NOT answer them back or become involved in an argument DO NOT provoke them in to an aggressive situation. DO bite your lip and walk away if necessary. If you find yourself in a situation where you feel in danger it is advised that you contact the site foreman or the client. If necessary and you feel the need to do so contact the police via 999.
42. If a vehicle fails to stop for the closure point it is advised that by using a radio or phone make contact with the other operatives on site to warn them of the vehicle.

43. Removal

44. Ensure all works are complete and all loose materials have been removed; ensure that any materials that need to cure have suitable time to do so.
45. At each closure point open the cones half way leaving the oncoming traffic still unable to access the closure
46. Once step 45 is complete remove the remaining cones from each closure point.
47. Wait for the back log of traffic to clear.
48. Collect all the cones in by pulling the works vehicle along the kerb or verge and place the cones on to the rear of the vehicle one by one.
49. Follow steps 6 to 9 and collect in all the trigger signs first followed by the remaining advance signs.
50. Pull the vehicle into a safe location and secure the load.
51. Check the load and leave for the depot.

52. **Maintenance**

53. Always carry out maintenance from a safe location. Never stand on barrier systems or street furniture to remove/reinstall signs. Maintenance shall be carried out by a gang of no less than 2.
54. To clean cones/signs, one operative will watch for traffic and the other will whilst facing oncoming traffic remove the cone/sign from its location and carry it back in to a place of safety not less than the sideways safety zone for the speed of that road.
55. The cone/sign can now be cleaned using the correct equipment.
56. To replace the cone/sign, one operative will watch for traffic and the other will whilst facing oncoming traffic replace the cone/sign.
57. To change cone lamp batteries, follow steps 55 to 59 but replacing the spent worn battery for a new charged unit.
58. Dispose of spent batteries by returning them to the depot and segregating them in the designated area
59. All maintenance must be carried out in a place of safety, if you are unsure or feel at risk you must stop what you are doing and contact your supervisor from a place of safety.

60. **Temporary removal & re-installation of traffic management system**

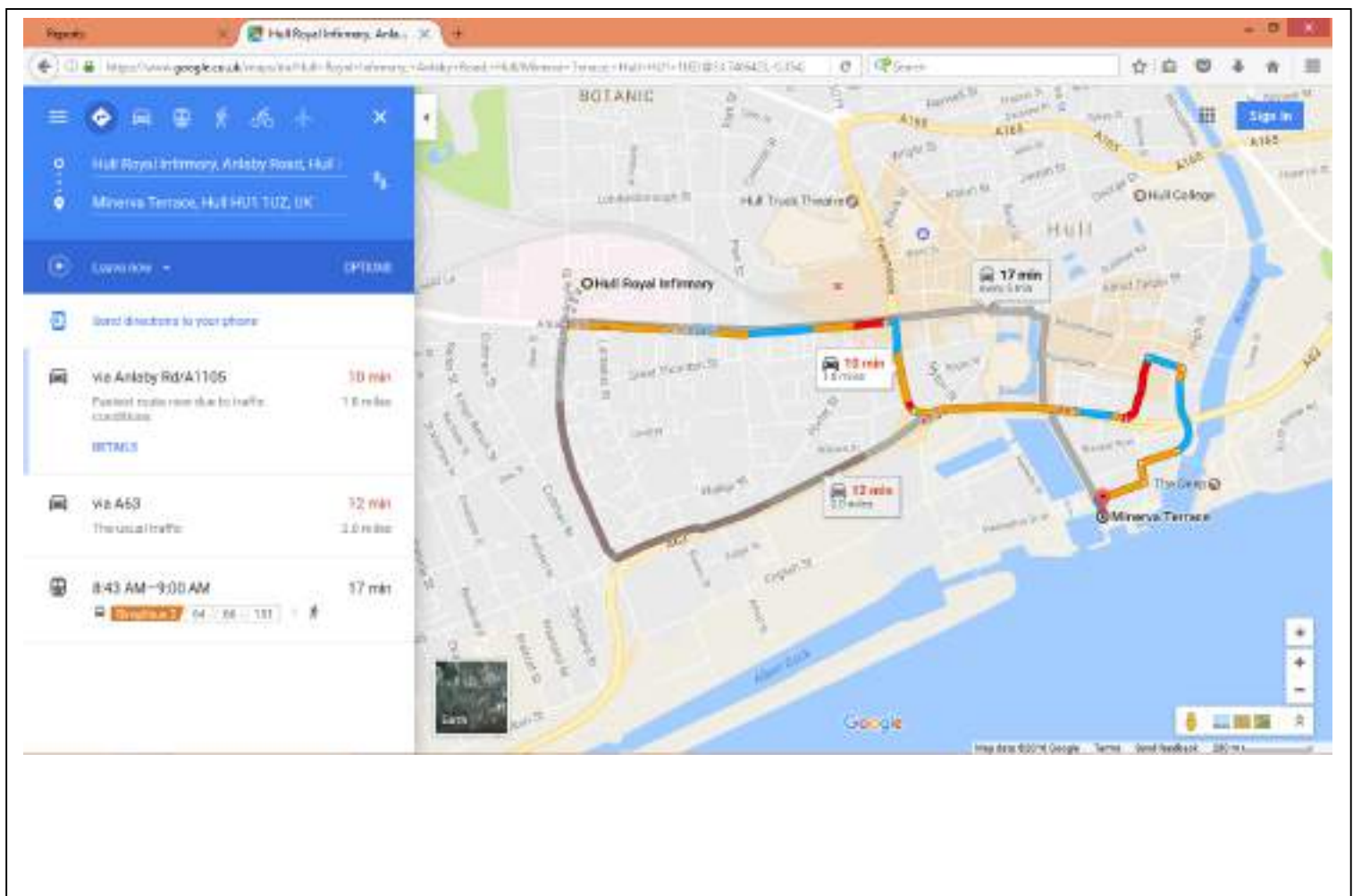
61. The closure may require temporary removal under the following conditions (please note following conditions are an example only and other conditions may apply)
 - End of shift
 - Peak traffic conditions
 - Accident/incident
 - Adverse weather

62. The closure will be removed by walking in the cones and signage within the coned area to the safest verge or pavement by carrying the equipment and working back towards the lead in taper.
63. All equipment will be placed as not to obstruct pedestrians or other street furniture and all signs will have feet facing away from oncoming traffic and weighted down with sandbags
64. The advance signage will be laid down as described in 64 or removed as in point 66.
65. Where possible and practical signs will be carried and placed either in a compound or on the rear of the works vehicle.
66. If adverse weather conditions make it unsafe to remove the closure or you feel that there is an increased level of risk you must contact the supervisor prior to any works being carried out
67. To reinstall the closure follow steps 5 to 28.

In case of Emergency the nearest A&E Unit is

Hull Royal Infirmary, Anlaby Road, Hull HU3 2JZ, United Kingdom

Directions to the A&E Unit





METHOD STATEMENT

Contract

GARY BEESTONE (IN WITH A BANG)

Prepared by

Issue date

Traffic Management System

Lane Closures And Road Closures

Standard layout number and drawing number

Signed by Operative/Foreman/LTMO

I have read and understand this Method Statement and I am signing this to show all personnel involved with the installation/ maintenance/ removal of the traffic management have read and understand this Method Statement.

Name

Signed

Introduction

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Additional Information

Client Is Gary Beestone

01/01/2017 See Event schedule

Install lane closures to A63 EB as per drawing marked above. Close lanes at 16:00 ready for full closure at approx 17:00.

Once installed 7.5t Veh to stay in closure and 1 operative to stay in location ensure you are in communication with event crew.

Closures are to be removed by 22:00. Remove all equipment.

Method of works

Closure Installation

- 1) The traffic management crew will take traffic counts. These counts will be recorded.
- 2) The traffic management vehicle (hereby referred to as the TMV) will park in a place of safety with all warning lights and beacons activated.
- 3) Working with the flow of traffic, the TMV will travel along the appropriate lane and the traffic management crew will install the advance warning signs, starting with the initial 'man at work' sign. The signs will be off-loaded from the non-trafficked side of the vehicle and secured by means of weighting with sandbags or Smartlock straps where barrier is available.
- 4) The TMV will stop in the appropriate lane at the start of taper position and the initial taper arrow, frame, sandbars and sandbags will be off-loaded from the non-trafficked side of the vehicle, carried across the carriageway and installed.
- 5) The TMV will proceed slowly forwards and the cones for the taper and longitudinal safety zone will be dropped out at the appropriate spacing's on the non-trafficked side of the vehicle along the central reserve or verge.
- 6) The arrow(s) designating the end of lane(s) to be closed will be installed.
- 7) The TMV will manoeuvre to the end of the taper cones when it is safe to do so. The traffic management crew will install the longitudinal coning, cones will be taken from a stack by an operative and placed alongside the trafficked side of the TMV, behind the relevant lane line. The cones will be placed at appropriate centres and warning lights placed as required.
- 8) Further signage, to included works accesses and exits and other signs as directed on site specific drawings / instructions, will be installed as work progresses. The signs will be off-loaded from the non-trafficked side of the TMV and secured by means of weighting with sandbags or Smartlock straps where barrier is available.
- 9) If required, the safety zone cones and tape will be installed as work progresses.
- 10) At the designated point for the end of coning the closure will be extended by a further 30metres.
- 11) The end signs will then be erected. The signs will be off-loaded from the non-trafficked side of the TMV and secured by means of weighting with sandbags or Smartlock straps where barrier is available.
- 12) Upon installation of the end signs, the TMV will reverse slowly, particular attention being paid to the reversing camera screen fitted in the vehicles cab, and remove the 30metres of extended cones. The cones will be uplifted from the carriageway by an operative standing in the cone well or on the rear lifting platform of the traffic management vehicle. As the vehicle reverses past the cone the operative will remove the cone from the carriageway and place it on the bed of the TMV.
- 13) When the closure is fully installed and checked, the traffic management crew will inform the / client that they can enter the closure via the designated works access.
- 14) When the TMV is leaving site the vehicle will accelerate out of the closure and rejoin the main carriageway. The warning lights and beacons will be switched off.

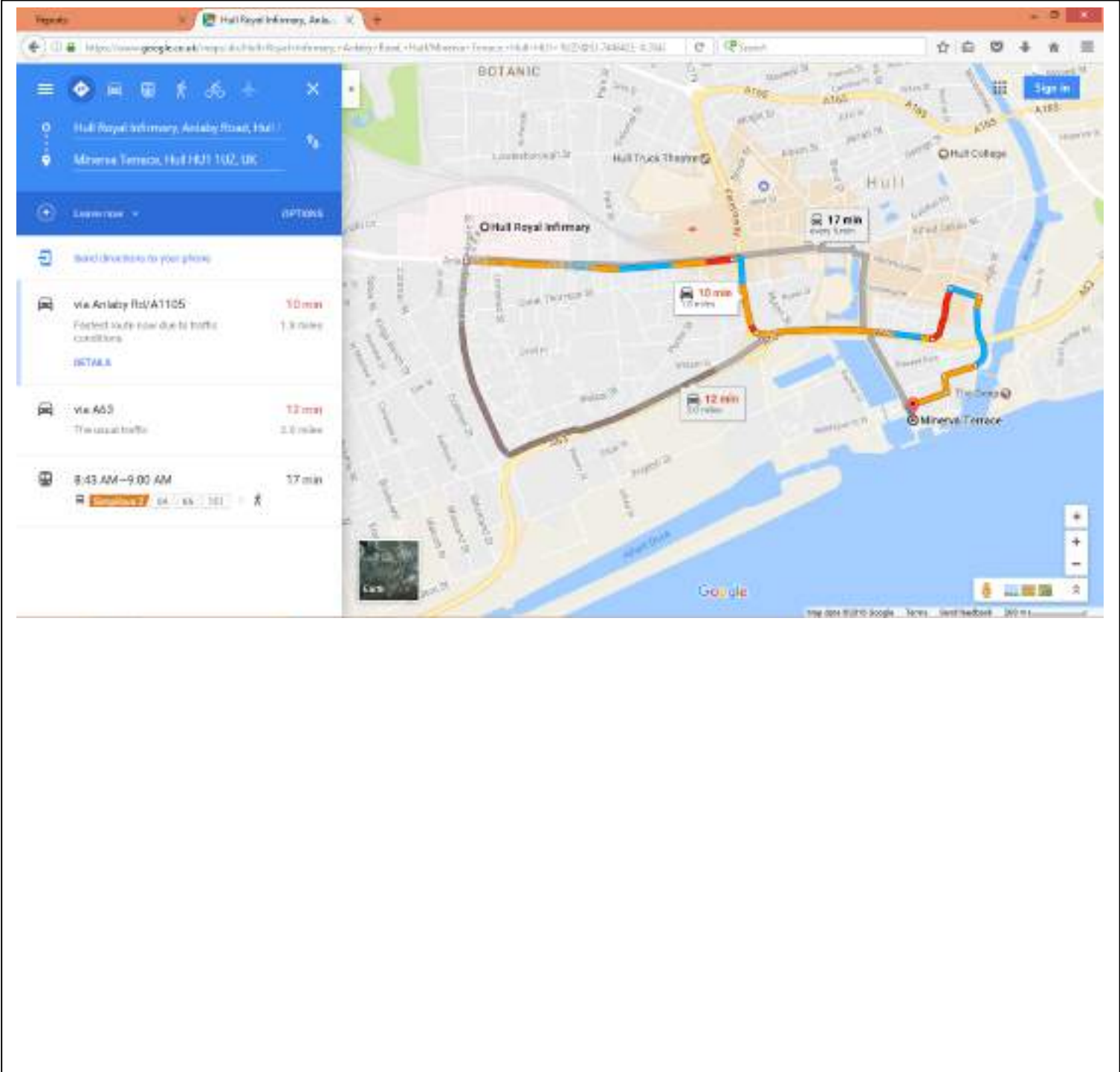
Closure Removal

- 1) The TMV will park on the in a place of safety with all warning lights and beacons activated
- 2) The TMV will enter the lane closure via the designated works access with all warning lights and beacons activated.
- 3) Where possible, the works access 100yds and works access signs will be removed and loaded onto the TMV from the non-trafficked side of the vehicle. The works access will also be closed to prevent traffic from entering the closure.
- 4) The TMV will proceed to the end of the longitudinal coning and extend the closure by 30metres of longitudinal coning. The end signs will then be dismantled and loaded onto the traffic management vehicle from the non-trafficked side of the vehicle.
- 5) The TMV will then reverse slowly, particular attention being paid to the reversing camera screen fitted in the vehicles cab, and remove the longitudinal coning. The cones will be uplifted from the carriageway by an operative standing in the cone well or on the rear lifting platform of the traffic management vehicle. As the vehicle either reverses past the cone the operative will remove the cone from the carriageway and place it on the bed of the TMV where an operative will then place the cones on a stack.
- 6) Further signage will be removed and loaded onto the TMV from the non-trafficked side of the vehicle as work progresses.
- 7) Where installed, the safety zone cones and tape will be removed as work progresses.
- 8) remove all the longitudinal coning as far as the end of the taper cones,
- 9) he TMV will continue to reverse safely and load onto the non-trafficked side of the vehicle, the cones and signs that have been walked over to the verge from the taper location.
- 10)The TMV will then proceed to travel to the location of the initial 'man at work' sign where it will park in the relevant lane with all warning lights and beacons activated. Working with the flow of traffic, the traffic management vehicle will travel along the appropriate lane and the traffic management crew will remove, and load onto the non-trafficked side of the vehicle, the advance warning signs, starting with the initial 'man at work' sign.
- 11)When all the advance warning signs and the cones and signs walked to the verge from the taper have been removed the TMV will accelerate away and rejoin the traffic flow. The warning lights and beacons will be switched off.

In case of Emergency the nearest A&E Unit is

Hull Royal Infirmary, Anlaby Road, Hull HU3 2JZ, United Kingdom

Directions to the A&E Unit





DIRECT TRAFFIC MANAGEMENT LTD
HEALTH AND SAFETY POLICY

VERSION 9 – JULY 2016

DIRECT TRAFFIC MANAGEMENT LTD

UNIT 26 FRONTIER WORKS

KING EDWARD ROAD

THORNE

DN8 4HU

COMPANY REG: 2675045

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3. ORGANISATION OF HEALTH AND SAFETY
4. ARRANGEMENTS FOR HEALTH AND SAFETY
5. SAFE SYSTEMS OF WORK
6. RISK ASSESSMENT
7. SAFETY INDUCTIONS FOR NEW STARTERS
8. SITE SAFETY CHECKS
9. PERSONAL PROTECTIVE EQUIPMENT
10. PROVISION AND USE OF EQUIPMENT AND CoSHH
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13. FIRE ASSESSMENT, PREVENTION AND CONTROL
14. FIRST AID
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1. HEALTH AND SAFETY POLICY STATEMENT

It is Direct Traffic Management Ltd's policy and number 1 priority to seek and provide safe working conditions, to develop, implement, and encourage the use of safe working methods and to enlist the active support of all personnel in achieving its health and safety targets.

Direct Traffic Management Ltd recognises and accepts its responsibilities as contained within the Health and Safety at Work Act 1974, The Management of Health and Safety Regulations 1999 and all other relevant pieces of legislation.

Direct Traffic Management Ltd will:

- Safeguard the health, safety and welfare of employees and all other people who may be affected by the activities of the company.
- Understand the risks we face and implement appropriate measures to control or eliminate these risks.
- Bring to the notice of all employees the safety policies, control measures and safe working methods made for their health and safety at work.
- Provide the necessary information, instruction, training and supervision for safe working practises.
- Raise health and safety awareness through the use of effective means of communication.
- Regularly review its management systems, procedures and targets.
- Monitor its goals, targets and objectives and ensure that systems are in place to measure compliance.
- Fully investigate all accidents and near misses, understand their causes and implement change to ensure that the likelihood of them happening again is reduced or removed.

Our health and safety performance targets are:

- To provide a working environment where accidents do not occur, to improve our accident statistics year on year ultimately aiming for zero.
- To increase health and safety awareness amongst employees through specific health and safety training.
- To reduce the number of civil claims.
- To continue to achieve no enforcement notices from the HSE or Local Authority.
- To achieve nationally recognised health and safety management standards.

Co-operation with all employees is vital to the success of this health and safety policy, the company expects every employee to take reasonable care in respect of health and safety of themselves and other persons who may be affected by their acts or omissions, to co-operate with management in achieving safe working conditions, to comply with all relevant statutory provisions relating to health and safety at work and to report all accidents, near misses and to correct dangerous situations where safe to do so.



Craig Midson, Managing Director

2. DISTRIBUTION AND REVIEW

POLICY REVIEW

The contents of this health and safety policy will be reviewed on an annual basis to ensure continued compliance with current legislation and safe working practises. In addition the health and safety policy will be reviewed when:

- Significant organisational changes have taken place.
- There have been significant changes in personnel.
- There have been changes in legislation.
- The monitoring of risk assessments or accident/incident investigations indicates that the health and safety policy is no longer effective.
- Enforcement action has been taken by the HSE or Local Authority.

A positive promotion and effective review of this policy will ensure that accidents continue to be prevented, the overall development of the company and its employees is supported and communication processes and channels are improved throughout the organisation.

DISTRIBUTION

This health and safety policy will be made available as a controlled document to all management, to all operatives on induction and to clients when requested officially through Quality Assurance procedures.

Supporting documents will be distributed along with the policy and will be made available as and when necessary.

The Health and Safety Policy Statement will be displayed on all relevant notice boards and will be communicated when necessary in tool box talks.

In the event that a request is received from an employee for clarification on any matter relating to this policy they shall be directed to the Health and Safety Manager.

3. ORGANISATION OF HEALTH AND SAFETY – STAKEHOLDERS AND THEIR DUTIES

PURPOSE

This section of the policy defines the names, positions and duties of those within the company who have a specific responsibility for health and safety, it applies to all employees, consultants and contractors.

LEGAL RESPONSIBILITIES – HEALTH AND SAFETY AT WORK ACT 1974

The Health and Safety at Work etc Act 1974 (HSW Act) is the foundation of British Health and Safety law, it describes the general duties that employers have towards their employees and to members of the public, and also the duties that employees have to themselves and each other.

The Act places key duties on employees:

SECTION 7

- To take reasonable care for the health and safety of themselves and others affected by their acts or omissions.
- To co-operate with the employer and others to enable them to fulfil their legal obligations.

SECTION 8

- No person is to misuse or interfere with safety provisions, also known as the horseplay section.

ORGANISING FOR SAFETY

The following outlines the key roles and responsibilities in terms of health and safety for persons inside the organisation.

RESPONSIBILITIES OF THE MANAGING DIRECTOR

- Is responsible for demonstrating his own commitment to health and safety, for ensuring that the Health and Safety Policy is implemented and enforced.
- To ensure that the company receives competent health and safety advice.
- Make sufficient funds and resources available to allow the company to meet its health and safety responsibilities.
- To ensure that the management of the company is sufficiently trained and competent in their health and safety responsibilities.

- To ensure that all site activities and operations are conducted with adequate provision to prevent injuries, damages to equipment and other resources.
- Make sure that systems are in place to ensure that the company's risks are assessed and that control measures are established and maintained.
- To set targets in terms of health and safety.
- Ensure that audits and reviews of the company's health and safety management system take place and the results are recorded.
- To ensure that the company is kept up to date with changes in its working environment.
- To set a good example on all matters relating to health and safety.

RESPONSIBILITIES OF THE HEALTH AND SAFETY MANAGER

- Prepare, implement, monitor and review the company's health and safety policy.
- Ensure safety of all personnel under their authority
- Manage all aspects of the company's health and safety system.
- Encourage and support management and supervisors in promoting safe working environments and safe systems of work.
- Provide Directors with up to date safety information and advice.
- Provide advice and information on the use and maintenance of personal protective equipment.
- Conduct risk assessments when required and implement effective control measures.
- Receive accident reports, compile accident statistics and participate in accident investigations where required to promote effective preventative measures. To notify the HSE and complete the F10 form when necessary.
- Receive and monitor site report sheets and highlight health and safety matters to the Operations Director when necessary.
- Plan, initiate and record the Health and Safety Policy review.
- Participate in disciplinary hearings where necessary when employees have failed to discharge their duties in accordance with health and safety legislation.
- Be aware of all relevant up to date health and safety legislation and codes of practise and encourage their use and observance by company personnel.
- Be responsible to the Health and Safety Executive in conjunction with the Managing Director for the implementation and effective management of the company's Health and Safety Policy under the duties as set out in the Health and Safety at Work Act 1974.
- To set a good example on all matters relating to health and safety.
- Encourage and support management and supervisors in promoting safe working environments and safe systems of work.
- Ensure that all operations have adequate risk assessments and safe working methods.

RESPONSIBILITIES OF THE OPERATIONS MANAGER

- Ensure safety of all personnel under their authority.
- Understand and help implement the Health and Safety Policy.
- Ensure that the risks associated with the company's working environment are assessed and suitable and sufficient control measures are implemented.
- Advise operatives and ensure that their duties in terms of the Health and Safety Policy are being met.
- Conduct regular site inspections, record the findings and pass to the Health and Safety Manager on completion.
- Promote and participate in health and safety training to develop safety awareness within the company.
- Ensure that accidents are reported in accordance with procedures and the Health and Safety Manager is notified.
- Report to the Health and Safety Manager on the effectiveness of the Health and Safety Policy.
- Ensure that all operations have adequate risk assessments and safe working methods.
- Ensure all staff and operatives under their control are adequately trained in the tasks they are asked to perform.
- To set a good example on all matters relating to health and safety.
- Instigate disciplinary action against employees who fail to discharge their duties under the Health and Safety Policy.
-

RESPONSIBILITIES OF THE WAREHOUSE MANAGER

- Ensure safety of all personnel under their authority.
- Understand and help implement the Health and Safety Policy.
- Promote and participate in health and safety training to develop safety awareness within the company.
- Ensure that accidents are reported in accordance with procedures and the Health and Safety Manager is notified.
- Report to the Health and Safety Manager on the effectiveness of the Health and Safety Policy.
- Observe all fire precautions and promote compliance with the fire plan.
- Ensure all staff and operatives under their control are adequately trained in the tasks they are asked to perform.
- To set a good example on all matters relating to health and safety.

RESPONSIBILITIES OF THE TRAINING CENTRE MANAGER

- Ensure safety of all personnel under their authority.

- Understand and help implement the Health and Safety Policy.
- Promote and participate in health and safety training to develop safety awareness within the company.
- Ensure that accidents are reported in accordance with procedures and the Health and Safety Manager is notified.
- Ensure that accident reports are completed and passed to the Health and Safety Manager.
- Report to the Health and Safety Manager on the effectiveness of the Health and Safety Policy.
- To ensure that all operatives are adequately trained in the tasks they are asked to perform, to evaluate future training needs and plan and deliver training courses as identified.
- Provide a safe training environment, conduct risk assessments when required to do so and implement control measures.
- Ensure that the company is kept up to date with the most relevant working practises, industry guidelines and training techniques.
- To conduct regular tool box talks and include relevant health and safety information.
- To set a good example on all matters relating to health and safety.

RESPONSIBILITIES OF FOREMEN

- Ensure the safety of all personnel under their authority.
- To co-operate with the Operations Manager to ensure that work is carried out safely.
- Ensure the health, safety and welfare of others who may be affected by their work.
- Ensure that regular site inspections take place and the findings recorded.
- Ensure that vehicle, plant and equipment defects are reported through the correct procedures.
- Ensure that all accidents, near misses and dangerous occurrences are reported to the Operations Manager.
- Attend and participate in safety briefings when required to do so, act as an employee representative and consult with management on all matters concerning health and safety.
- Ensure that they wear the correct PPE at all times and ensure that all operatives and sub-contractors under their control do the same.
- Be familiar with all relevant risk assessments, method statements and safe working procedures.
- Assist with the training of less experienced operatives.
- To set a good example on all matters relating to health and safety.

RESPONSIBILITIES OF LEAD OPERATIVES

- Ensure the safety of all personnel under their authority.
- To co-operate with the Operations Manager to ensure that work is carried out safely.
- Ensure the health, safety and welfare of others who may be affected by their work.

- Ensure that vehicle, plant and equipment defects are reported through the correct procedures.
- Ensure that all accidents, near misses and dangerous occurrences are reported to the Operations Manager.
- Attend and participate in safety briefings when required to do so.
- Ensure that they wear the correct PPE at all times and ensure that all operatives and sub-contractors under their control do the same.
- Be familiar with all relevant risk assessments, method statements and safe working procedures.
- Assist with the training of less experienced operatives.
- To set a good example on all matters relating to health and safety.

RESPONSIBILITIES OF OPERATIVES

- Ensure the safety of all personnel under their authority.
- To co-operate with the Operations Manager to ensure that work is carried out safely.
- Co-operate with designated Foremen and Lead Operatives.
- Ensure the health, safety and welfare of others who may be affected by their work.
- Ensure that vehicle, plant and equipment defects are reported through the correct procedures.
- Ensure that all accidents, near misses and dangerous occurrences are reported to the Operations Manager.
- Attend and participate in safety briefings when required to do so.
- Ensure that they wear the correct PPE at all times and ensure that all other operatives and sub-contractors under their control do the same.
- Be familiar with all relevant risk assessments, method statements and safe working procedures.
- To set a good example on all matters relating to health and safety.

RESPONSIBILITIES OF EMPLOYEE REPRESENTATIVES

The functions of a safety representative do not confer legal duties upon them and will include:

- To represent fellow employees on matters relating to health and safety.
- To make recommendations/raise concerns over potential hazards either on site or in the warehouse/yard.
- To attend safety committee meetings, tool box talks and other consultations with management.

4. ARRANGEMENTS FOR HEALTH AND SAFETY

PURPOSE

This section of the Health and Safety Policy gives details of the specific systems and procedures used to assist in the implementation of the Policy statement.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that suitable and sufficient arrangements are put in place with regards to health and safety, specifically the design, implementation and review of the Health and Safety Policy and ensuring that all other stakeholders meet their duties as set out by the policy.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for the design, review and maintenance of the policy.

EMPLOYEES

- All other employees are responsible for ensuring that they comply with the requirements, restrictions and limitations as set out by the policy.

OTHER STAKEHOLDERS

- All other stakeholders such as agency employees and sub-contractors must ensure that they meet the arrangements/duties as set out by the policy.

IMPLEMENTATION

The following sections in the policy are for guidance to all employees for the implementation of systems and procedures in relation to health and safety, this is to ensure that all employees operate with as little risk as is reasonably practicable. In the event that any process, system or procedure needs further explanation or clarification employees must seek further information from the Health and Safety Manager.

- If an employee is concerned with their own or a colleagues situation with regard to health and safety they have the right to suspend work, leave the work area and not be disciplined.
- If they wish to report any matter in relation to health and safety they should report the matter to the Operations Manager who must make every effort to resolve the matter immediately.
- If a matter cannot be resolved by the Operations Manager it must be reported to the Health and Safety Manager as soon as possible for further action to be taken.

Compliance with the Health and Safety Policy is mandatory for all employees and sub-contractors.

All accidents and incidents will be fully investigated in accordance with the procedures as outlined in the relevant section inside this Health and Safety Policy. Copies of all investigations will be passed to the Health and Safety Manager in order for statistics to be compiled, insurance reports completed and findings discussed at health and safety meetings.

5. SAFE SYSTEMS OF WORK

PURPOSE

This section defines the arrangements in place to ensure that all on site operations are conducted safely through the use of method statements (MS).

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that safe systems of work are designed, implemented and maintained by competent managers.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the safe systems of work.

EMPLOYEES

- All other employees are responsible for ensuring that they understand and comply with the requirements, instructions and restrictions as set out in the MS.

OTHER STAKEHOLDERS

- All other stakeholders such as agency employees and sub-contractors must ensure that they meet the requirements as set out in the MS and where applicable supply their own safe system of work for the activities they undertake.

IMPLEMENTATION

The implementation, development and review of method statements is the function of the management to ensure that all site activities are undertaken as a safe and planned operation. They are designed to be used in conjunction with relevant Risk Assessments (Section 6), site specific traffic management layouts and the "Safety at Street Works and Road Works" Approved Code of Practice which is carried by all operatives.

Once written, reviewed and approved the method statement is issued to the relevant operatives to read, understand and sign. If clarification or further information is required by any operative the relevant manager will provide this before the onsite works commence.

6. RISK ASSESSMENT

PURPOSE

This section defines the arrangements in place to ensure that all risk assessments relevant to the company's activities are suitable and sufficient and cover both employees and non-employees affected by the company's undertaking.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that safe systems of work are designed, implemented and maintained by competent managers.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the safe systems of work.

EMPLOYEES

- All other employees are responsible for ensuring that they understand and comply with the requirements, instructions and restrictions as set out in the MS.

OTHER STAKEHOLDERS

- All other stakeholders such as agency employees and sub-contractors must ensure that they meet the requirements as set out in the MS and where applicable supply their own safe system of work for the activities they undertake.

IMPLEMENTATION

All risk assessments will:

- Identify the significant risks and ignore the trivial ones.
- Identify and prioritise the measures required to comply with the relevant statutory provisions.
- Remain appropriate to the nature of the work and valid over a reasonable period of time.

The risk assessment will be qualitative in nature and will categorise the hazard, identify the risk, rank the risk, outline the control measures identified to reduce the risk and rank the residual risk.

They are designed to be used in conjunction with relevant Method Statements (Section 5), site specific traffic management layouts and the "Safety at Street Works and Road Works" Approved Code of Practice which is carried by all operatives.

The implementation, development and review of risk assessments is the function of the management and the Health and Safety Manager to ensure that all site activities are undertaken with the hazards clearly identified and the resultant control measures explained in such a way that the operation can be conducted safely.

Review and revision is an integral part of the risk assessment process and may be dictated by events external to the company such as the introduction of new techniques, processes or the identification of new hazards.

7. SAFETY INDUCTIONS FOR NEW STARTERS

PURPOSE

This section defines the arrangements in place to ensure that all new starters have full health and safety inductions prior to commencing on site activities.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that systems are in place to ensure that all new starters have full health and safety inductions and that records to show that they have taken place are kept in the employees file.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the procedures and systems in place.
- The Health and Safety Manager is responsible for conducting the health and safety induction, completing the necessary paperwork and passing the information to the Managing Director.

EMPLOYEES

- All employees are responsible for ensuring that they undertake the induction and adhere to the rules, regulations, expectations and requirements as set out in the induction.

IMPLEMENTATION

On commencement of employment a full health and safety briefing will be given as part of the induction process, this will contain the following:

- A copy of the company Health and Safety Policy, incorporating an explanation of the fire plan, emergency arrangements, first aid procedures and how to locate the accident book.
- Site and industry specific hazards and the resultant control measures (an introduction to DTM risk assessments and method statements).
- An identification of whether a driver assessment will be needed or not, usually undertaken if the new starter is relatively inexperienced in driving.
- A briefing on the "Safety at Street Works and Road Works" ACOP, "Traffic Signs Manual Chapter 8", "Notes for Guidance for Temporary Traffic Management".
- A briefing on the PPE requirements.
- An overview of the health and safety legislative requirements, the new employee's rights and their duties in accordance with the Health and Safety at Work Act 1974.
- An outline of the various management functions, individual's roles and responsibilities.

In addition the following forms (F4.8) will be completed, signed by both parties and a copy kept for retention in the employee's personal file.

- Induction Checklist Form
- Medical Questionnaire
- Contract of Employment
- Welcome Letter
- Job Description and Development Plan

- Appeals Policy
- Grievance Procedures

On completion of the health and safety induction the Training Centre Manager will create a development plan identifying specific training requirements and will inform the Operations Manager/Director of any specific health and safety training requirements. All procedures relating to the training and development of all operatives can be found in the training and development section of the company's Quality Manual.

8. SITE SAFETY CHECKS

PURPOSE

The site safety checks are a joint function encompassing both Health and Safety and Quality Assurance responsibilities, this section defines the arrangements and responsibilities for conducting site safety checks on all DTM sites.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that systems are in place to guarantee that site safety checks take place, their results are documented and the issues arising from them are dealt with accordingly.

HEALTH AND SAFETY MANAGER & QUALITY ASSURANCE MANAGER

- The Health and Safety Manager and the Quality Assurance Manager are responsible for designing, monitoring and reviewing the procedures and systems in place. The Health and Safety Manager is responsible for collating the paperwork generated by this procedure and acting upon any issues he find when analysing the information.

MANAGEMENT & SUPERVISORS

- Managers and Supervisors are responsible for the day to day implementation of this procedure, to deal with the issues that arise, complete the necessary paperwork and pass to the Health and Safety Manager on completion.

EMPLOYEES

- All employees are responsible for ensuring that they participate fully with any site safety check and provide all information and paperwork when asked to do so.

IMPLEMENTATION

The management are responsible for ensuring that periodic site safety checks take place and the relevant paperwork is completed, they are an essential tool to monitor and review the on site activities of the company.

The site safety checks are incorporated into a wider quality assurance purpose and cover for example the following key areas:

- Vehicle – Is the vehicle clean and tidy? Is the first aid kit present and correct? Is the fire extinguisher present and ready for use? Have the daily vehicle check sheets been completed?
- Operatives – Are all of the operatives present on site and are they carrying out the activities as outlined in the method statement?
- Equipment – Is the equipment in good working order? Has it been sited correctly? Are there sufficient sand bags on the signs?
- Morale – The general well being of the operatives and are there any concerns regarding the on site activities?
- PPE – Is the correct PPE being worn? Is it in good working order? Is it being used correctly? Does it match the requirements as set out in the risk assessment and method statement?
- Paperwork – Do the operatives have the necessary paperwork in their possession? Do they have traffic management layouts, method statements and risk assessments? Are their daily record sheets up to date and signed by the client?

- Client Satisfaction – Is the client happy with the level of service they are being provided with? Are there any areas we can improve?

On completion of the site check sheet (Form F.12-4) the operative/foreman in charge will be invited to read/review the findings, supply a comment if he decides to do so and sign the document. The same process will be followed for the client if he is present on site and wishes to do so.

Any actions or concerns raised as a result of a site safety check will be raised as an internal non-conformance and dealt with appropriately within a specified time frame, if a serious safety concern is raised that warrants the on site activity to be suspended immediately the client will be informed and any corrective action necessary will take place.

Once the corrective action has been implemented the internal non-conformance will be signed off and dated by the relevant person who undertook the site safety check, all of the non-conformances once signed off are then passed to the Health and Safety Manager to be retained.

The full procedure for the site safety check and the review and monitoring of that procedure is included in the process control section of the company's Quality Manual and is available to all employees upon request.

9. PERSONAL PROTECTIVE EQUIPMENT

PURPOSE

This section defines the systems, arrangements and responsibilities for the provision and use of Personal Protective Equipment (PPE).

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that systems are in place to implement, monitor and review the provision and use of PPE.

HEALTH AND SAFETY MANAGER & QUALITY ASSURANCE MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the policies, procedures and systems in place.

MANAGEMENT & SUPERVISORS

- Managers and Supervisors are responsible for the day to day implementation of the policies and procedures put in place, to ensure that all operatives and sub-contractors are aware of the PPE requirements and adhere to them at all times.

WAREHOUSE MANAGER

- The Warehouse Manager is responsible for the issuing, monitoring and re-ordering of PPE for the company, once issued signatures and records are kept on retention.

EMPLOYEES

- All employees are responsible for ensuring that they are aware of and adhere to the site rules and regulations regarding the wearing and use of PPE.

IMPLEMENTATION

PPE, as defined, includes all equipment (including clothing affording protection against the environment) which is intended to be worn or held by a person at work and which protects them against one or more risks to their health and safety.

The effect of the Personal Protective Equipment (PPE) at Work Regulations 1992 is to ensure that certain basic duties governing the provision and use of PPE apply to all situations where PPE is required. The regulations follow sound principles for the effective and economical use of PPE, which all DTM management and employees should follow. It is important to remember that PPE is supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways.

DTM POLICY

Provision of PPE

- DTM will ensure that suitable PPE is provided to their employees who may be exposed to risks to their health and safety that cannot be controlled more adequately by other means. DTM recognises their wider

responsibility to the management of health and safety and the significance and importance of the use of PPE as the last choice in the principles of protection.

- All PPE will be purchased or hired from approved suppliers only.
- **DTM will ensure that PPE:**
- Is issued upon commencement of employment, signed for and a copy of the form kept by the Warehouse Manager
- Is appropriate for the risks and conditions of use
- Is issued only with full guidelines/instructions on how to use it by a competent person
- Takes account of the ergonomic requirements of the wearer/user
- Fits the wearer correctly
- Is able, as far as is reasonably practicable, to combat the risks without increasing overall risks
- Complies with UK legislation on design or manufacture
- Is provided, where necessary, for the sole use of an individual
- Is appropriate for the core activities of the company and the activities of the operatives, additional task specific PPE will be supplied as and when necessary.

Compatibility

- Where more than one health and safety risk necessitates the wearing of multiple items of PPE simultaneously then they shall be compatible and remain effective, for example the use of hard hats and ear defenders.

Assessment

- DTM will make a full assessment of any item of PPE to ensure it is suitable before choosing to implement it, the assessment will be reviewed if it is no longer valid or there have been significant changes. The assessment will be based on a specific risk assessment which will ensure that the item of PPE is suitable and sufficient for the task it will be undertaking, these assessments will not be recorded if they are simple in nature, a more complex assessment if warranted will be recorded.

Maintenance

- DTM will ensure that all PPE is being maintained appropriately, including replacement, is cleaned and is in good working order.
- Site safety checks will incorporate PPE and its maintenance.

Improper use

- DTM treats deliberate misuse or non-use of PPE very seriously and in all cases disciplinary action will be taken against the individuals concerned.
- Misuse or loss of PPE which then has to be replaced will be charged to the operative responsible.

Storage

- Lockers are provided to all DTM operatives to store their PPE, operatives will ensure that when not in use all PPE will be stored to prevent premature deterioration.

10. PROVISION AND USE OF EQUIPMENT AND CoSHH

PURPOSE

This section defines the systems, arrangements and responsibilities for the Provision and Use of Work Equipment (PUWER) and the Control of Substances Hazardous to Health (CoSHH).

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that systems and procedures are in place to implement, monitor and review the provision and use of work equipment and the control of substances hazardous to health.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the policies, procedures and systems in place.

MANAGEMENT & SUPERVISORS

- Managers and Supervisors are responsible for the day to day implementation of the policies and procedures put in place, to ensure that all operatives and sub-contractors are aware of the implications, risks and control measures in place to manage the physical agents and equipment encountered within DTM.

WAREHOUSE MANAGER

- The Warehouse Manager is responsible for the safe use, storage and disposal of substances hazardous to health and for keeping CoSHH data sheets updated.

EMPLOYEES

- All employees are responsible for ensuring that they are aware of and adhere to the regulations and procedures in place to govern the safe use of equipment and physical agents.

IMPLEMENTATION

MANUAL HANDLING (MHO REGULATIONS 1992)

Manual handling training specific to the tasks undertaken regularly must be undertaken by any operative prior to engaging in site activities, on the job training by experienced and competent operatives may be conducted if deemed necessary.

In the yard/warehouse environment the use of mechanical handling by forklift truck must always be considered before manual handling techniques are used.

Specific consideration must always be given to the task, the relevant risk assessment and method statement before manual handling operations are undertaken on site. Prior to risk assessments and method statements being completed the Managers/Supervisors must ensure that all reasonable steps have been taken to avoid the need for operatives to carry out manual handling operations which involves a risk of their being injured. Managers/Supervisors must also make sure that a preliminary assessment has been carried out and consideration has been given to whether the operation can be eliminated, automated or mechanised.

WORK EQUIPMENT – THE PROVISION AND USE OF WORK EQUIPMENT (PUWER)

Any equipment used by an employee at work is generally covered by the term 'work equipment'; DTM will ensure that all work equipment is suitable, maintained and inspected.

When using work equipment operatives must ensure that they check the equipment is safe and fit for purpose before taking it onto site, if in the event of equipment not being fit for purpose the Operations Manager must be contacted and the work equipment must not be used.

If the equipment is on hire from an approved supplier then the Operations Manager or the Transport Mechanic is responsible for ensuring that the hire company is notified and the equipment is either fixed to a suitable standard or replaced. In the event that work equipment fails whilst in use on site work must stop immediately and the Operations Manager notified so that the hire company can send out a replacement or an engineer to fix the fault. Operatives may also contact the hire company but in line with company procedures the Operations Manager must be notified that the operative has contacted the hire company directly.

If the work equipment is company property then the responsibility for maintenance and inspection lies with the Transport Mechanic and the above procedure is followed.

Use of equipment – All equipment used in accordance with the following controls:

- All work equipment is supplied with a manufacturer's handbook or guideline; all traffic signals have an operator's handbook and emergency arrangements.
- All traffic signal installation/maintenance or removal is covered under the National Highways Sector Scheme 12D, specifically the qualifications T1, T2 and T5. All operatives are qualified to or must work alongside somebody who is qualified to this standard whilst working with traffic signals.
- All traffic signal works as above also must adhere to the guidelines as set out in the DoT ACoP 'An Introduction to the use of Vehicle Actuated Portable Traffic Signals'.
- All works associated with the use of temporary tower lights is covered under the National Highways Sector Scheme 12A&B. All operatives are qualified to or must work alongside somebody who is qualified to this standard whilst working with tower lights.
- In the event that a piece of work equipment is unsuitable for use it must be clearly marked as such and if possible kept in a secure location where it cannot be readily accessed.
- Any operative or employee who willingly uses equipment that is not fit for purpose or if they intentionally render a piece of equipment unusable they will be disciplined accordingly.
- Any equipment supplied from a hire company must be inspected before delivery is accepted, in the event that the equipment is not suitable for the task it will be returned to the hire company.

All training requirements relating to the provision and use of work equipment is the responsibility of the Training Centre Manager, the Operations Manager has a duty to ensure that only suitably qualified operatives are asked to use a piece of equipment.

PORTABLE ELECTRICAL EQUIPMENT – THE ELECTRICITY AT WORK REGULATIONS

Portable and transportable electrical equipment is defined as

'Not part of a fixed installation but may be connected to a fixed installation by means of a flexible cable and either a socket and plug or a spur box or similar means'

DTM will ensure that all electrical equipment used is carefully selected and all of the duties imposed by the Electricity at Work Regulations are met.

In addition DTM will ensure that all portable electrical equipment is PAT tested in accordance with the regulations and a register is kept to ensure that equipment remains current.

A third party not directly employed is responsible for undertaking the PAT testing on all equipment, the Health and Safety Manager must keep and maintain the register and ensure that all future testing visits are planned and meet with the schedule.

All DTM employees must ensure that they complete daily visual checks on electrical equipment they used, the following questions should be asked and in the event that the equipment fails when examined it must not be used;

- Is there a recent PAT label attached to the equipment?
- Are any bare wires visible?
- Is the cable covering undamaged and free from cuts and abrasions?
- Is the cable too long or too short? Does it present a trip hazard?
- Is the plug in good condition, for example, the casing is not cracked and the pins are not bent?
- Are there no taped or other non-standard joints in the cable?
- Is the outer covering (sheath) of the cable gripped where it enters the plug or the equipment?
- Is the outer case of the equipment undamaged or loose and are all the screws in place?
- Are there any overheating or burn marks on the plug, cable, sockets or the equipment?

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSSH)

To determine whether or not a CoSSH assessment has been made for a particular process Managers/Supervisors should consult the CoSSH data sheets held by the warehouse manager. Any hazardous product or process which has not been assessed should not be undertaken until one has been completed.

In the event that a CoSSH assessment needs to be made the Warehouse Manager or the Health and Safety Manager should be consulted and the relevant procedure should be followed in accordance with the CoSSH Regulations which specify that a suitable and sufficient assessment of the possible risks to health posed by the substance should be undertaken.

Once the CoSSH assessment has been made the Managers/Supervisors are responsible for ensuring that all employees who may come into contact with the process are adequately briefed and trained on the use and safety precautions particular to the substances in question.

WORKING AT HEIGHT (WORK AT HEIGHT REGULATIONS 2005)

Work at height means:

- Work in any place, including a place at or below ground level
- Obtaining access to or egress from such a place while at work except by a staircase in a permanent workplace

Where, if measures required by the regulations were not taken, a person could fall a distance liable to cause personal injury.

As a result of the regulations and the need to complete any work at height task in a safe manner all DTM risk assessments must refer specifically to any working at height risk and outline the control measures in place to so far as is reasonably practicable reduce the risk.

To determine if a risk assessment has been made for any particular activity refer to the Risk Assessment section of the DTM QA Manual.

If any Manager, Supervisor or Operative wishes to request a new risk assessment the Health and Safety Manager must be notified.

11. **ASBESTOS**

PURPOSE

This section defines the systems, arrangements and responsibilities in place in the event of asbestos being found at work.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that systems, policies and procedures are in place.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the policies, procedures and systems in place.

MANAGEMENT & SUPERVISORS

- Managers and Supervisors are responsible for the day to day implementation of the policies and procedures put in place, to ensure issues arising associated with asbestos are dealt with.

EMPLOYEES

- All employees are responsible for ensuring that they are aware of and adhere to the regulations and rules relating to asbestos.

IMPLEMENTATION

The risk of exposure to asbestos-containing materials (ACMs) has been assessed as very low for any DTM employee or sub-contractor. As the Control of Asbestos Regulations CAR 2006 state that mandatory training be undertaken for anybody liable to be exposed to asbestos fibres at work DTM employees are not given formal training.

However should any employee come into contact with any material that he/she suspects may contain asbestos they should stop work immediately and inform their Operations Manager. If an employee does come into contact with potentially airborne asbestos the guidelines as set out in CAR 2006 will be strictly followed.

12. ACCIDENT INVESTIGATION AND REPORTING

PURPOSE

This section defines the systems, arrangements and responsibilities for the investigation and reporting of any accidents, incidents or near misses.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that policies, procedures and systems are in place for the effective investigation and reporting of all accidents, incidents and near misses.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the policies, procedures and systems in place. Is also responsible for ensuring that the company fulfils its duties in accordance with the RIDDOR Regulations.
- Is responsible for completing the management section of the incident/accident report, ensuring that operatives complete their section and the accident book when necessary.

MANAGEMENT & SUPERVISORS

- Managers and Supervisors are responsible for the day to day implementation of the policies and procedures put in place, to ensure that all operatives and sub-contractors are aware and adhere to them.

EMPLOYEES

- All employees are responsible for ensuring that they are aware of and adhere to the procedures in place to report all accidents, incidents and near misses.

IMPLEMENTATION

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1995 require that all accidents and incidents must be correctly reported and recorded.

In accordance with company procedure all accidents, incidents and near misses must be reported within 24 hours, firstly the Operations Manager must be notified, if he cannot be contacted then the Operations Director, the Health and Safety Manager or the Training Centre Manager must be called. If in any incident none of these people can be contacted then the Managing Director must be called.

When initial report is received by a member of the management that person must ensure that the Training Centre Manager is notified so that he can begin the investigation process. Any initial concerns regarding the investigation should be forwarded on to the Health and Safety Manager.

Once the accident has been reported the Training Centre Manager must ensure that an 'Incident Report Form' is completed, signed by the relevant persons and a copy filed in both the operatives personal file and in the 'Incident Report Folder', a copy of the form must be made available to the relevant client if the incident took place on site.

If a person has suffered an injury as a result of the incident then the accident book must be completed additionally and the slip added to the 'Incident Report Folder'. Currently the 'Accident Book' can be found in the reception area of the office, also if the accident happened on a clients site then the relevant on site accident book must also be completed.

If the incident has been notified to or involved direct action from the police this must be logged on the incident report form and any action taken or pending must be noted.

Following the accident and as part of the investigation the Training Centre Manger or the Health and Safety Manager must conduct a review of the incident and identify the route and immediate causes and add corrective and preventative action to reduce the likelihood of reoccurrence. This may involve the use of tool box talks, site visits, a review of a particular procedure, method statement or risk assessment.

In all instances of Road Traffic Accidents, or any accidents/incidents involving damage to any third party property by a DTM vehicle, an Insurance Claim Form (as provided by W Dennis Insurance Brokers) must be completed. The completed insurance form must be sent without delay to W Dennis Insurance Brokers, a copy of the form must be kept by the Training Centre Manager in the 'Incident Report Folder'.

As previously mentioned DTM must provide a copy of the 'Incident Report Form' to the relevant client if the incident happened on site, additionally DTM must comply with any procedure the client or Local Authority sets out.

On completion of the investigation the 'Incident Report Form' will be signed off by either the Training Centre Manager or the Health and Safety Manager, this can only be completed when the proposed corrective or preventative action has been completed. If the proposals include medium or long term measures then they will be briefed to the rest of the management team at the next management meeting.

RIDDOR

The Health and Safety Manager is responsible ensuring that the company meets its duties in accordance with the RIDDOR regulations.

RIDDOR requires employers and those in control of a site, to report certain more serious accidents and incidents to the HSE or other enforcing authority and to keep a record.

The reporting and recording requirements are as follows:

DEATH OR MAJOR INJURY

If an accident occurs at work and:

- An employee, or self-employed person working on the premises is killed or suffers a major injury (including the effects of physical violence)
- A member of the public is killed or taken to hospital

The Health and Safety Manager must ensure that the enforcing authority is notified without delay by the quickest practicable means, they must give the details of the incident and complete the accident report form (F2508).

OVER 7-DAY LOST TIME INJURY

If there is an accident connected with work (including physical violence) and an employee, or self-employed person working on the premises, suffers an injury and is away from work or not doing their normal duties for more than 7 days (including weekends, rest days or holidays) but not counting the day of the accident, the Health and Safety Manager must send the F2508 accident form to the enforcing authority within 10 days.

DISEASE

If a doctor notifies the Health and Safety Manager that an employee suffers from a reportable work-related disease a completed disease report form, F2508A, must be completed and sent to the enforcing authority. If there is any doubt as to whether a disease should be reported or not then the HSE InfoLine can be contacted.

DANGEROUS OCCURANCE

If an incident happens which does not result in a reportable injury, but obviously could have done, it could be a Dangerous Occurrence as defined by a list in the regulations. Again if there is any doubt as to whether an incident is reportable the Health and Safety Manager should consult the HSE for clarification.

All Dangerous Occurrences must be reported immediately by the Health and Safety Manager to the enforcing authorities. A completed accident report form, F2508, must be sent to the enforcing authorities within 10 days.

All RIDDOR reportable incidents will be reported to the HSE by the Health and Safety Manager within the stipulated time frames as above. In the absence of the Health and Safety Manager the reports will be completed and sent by either the Training Centre Manager or the Operations Director.

The RIDDOR reports will either be sent by phone or via the internet at www.hse.gov.uk/riddor.

Failure of employees to comply with the duties as set out by the RIDDOR regulations could result in prosecution under Section 7(b) of the Health and Safety at Work Act. Failure also to complete the 'Incident Report Form' or the Accident Book may endanger an employee's right to claim industrial injury at a later date.

13. FIRE ASSESSMENT, PREVENTION AND CONTROL

PURPOSE

This section defines the systems, arrangements and responsibilities for the assessment, prevention and control of fire risks.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that systems, policies and procedures are in place to assess, prevent and control the fire risks within DTM.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the policies, procedures and systems in place.

MANAGEMENT & SUPERVISORS

- Managers and Supervisors are responsible for the day to day implementation of the policies and procedures put in place, to ensure issues arising associated with fire and its risks are dealt with.

WAREHOUSE MANAGER

- The Warehouse Manager is responsible for the safe use, storage and disposal of potentially flammable substances and to make sure that all emergency routes remain accessible and clear at all times.

EMPLOYEES

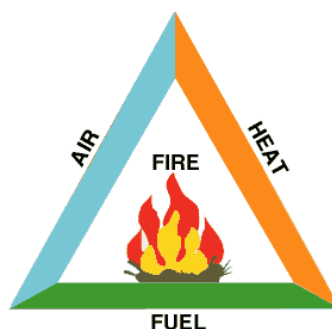
- All employees are responsible for ensuring that they are aware of and adhere to the regulations and rules relating to fire and its control.

IMPLEMENTATION

The Regulatory Reform (Fire Safety) Order 2005 imposes a number of specific duties in relation to the fire precautions to be taken, its main aim is to focus more attention towards fire prevention rather than fire fighting and recovery.

BASIC PRICIPLES OF FIRE

The fire triangle shows how fire cannot take place unless three things are present, as shown on the diagram. The absence of any one of the elements will prevent a fire starting.



FIRE PRECAUTIONS

Understanding the basic principles of how a fire could start means that simple and effective fire precautions can be taken to help reduce the most common causes of fire in a warehouse/office environment.

- Ensure that people are vigilant and watch out for people causing fire hazards purposefully and arson.
- Keep workplaces free of waste paper and other combustible materials.
- Report and replace all damaged power cords, extension cables and plugs.
- Avoid careless disposal of cigarettes and matches in the yard.
- Avoid accumulation of easily ignitable material, ensure that rubbish is disposed of in the correct bin provided and ensure that skips are collected promptly when full.
- Do not leave electrical equipment switched on when not in use.
- Ensure that all electrical equipment is PAT tested and up to date.
- Make sure that gas cylinders are kept in the relevant locked cage.
- Take care not to obstruct ventilation of heaters, machinery or office equipment.
- Ensure that the CoSHH data sheets are readily available and are read by employees prior to use of a potentially flammable substance.
- Do not use welding equipment unless you are sure there are no fire hazards present.
- Take care not to block access to fire extinguishers and fire hydrants.

In addition to the simple preventative measures it is important that all employees report any fire hazard, spillage or leak immediately.

The fire plan is displayed in the canteen area and in the reception of the office, particular attention should be paid to the emergency exits, evacuation procedures and the names of the fire marshals.






The fire marshals will in the event of a fire select the correct fire extinguisher and will attempt to fight the fire if it is safe to do so, if there is any doubt as to whether the fire can be controlled with a fire extinguisher then they should evacuate the building and call the emergency services.

Annual fire drill practises will be arranged by the fire warden and all fire fighting appliances will be checked to ensure that they have been inspected and tested to ensure that they are in full working order.

PROVISION OF FIRE FIGHTING EQUIPMENT

If a fire breaks out and trained staff can safely extinguish it using suitable fire fighting equipment then they should do so.

Extinguishers should conform to the recognised standard BS EN 3:7 and are now all red with 5% of the cylindrical area taken up with the colour code, below is a table showing the types of fire extinguishers and labels.

Extinguisher Table								
Extinguisher		Type of Fire					Special Notes	
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats		
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity	
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use	
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.	
	Carbon Dioxide (CO ₂)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.	
	Halon	Halon extinguishers are not recommended due to their toxic nature and cause damage to the environment. Existing halon extinguishers will no longer be re-filled and should be replaced with a suitable alternative.						

FIRE PROCEDURE

On finding an uncontrollable fire, raise the alarm (by shouting FIRE) and call the Fire Brigade.

- Ensure that you and every other person is safe, clear from any dangers of the fire, its smoke or a possible explosion.
- **Do not** collect personal belongings and evacuate the building and yard as quickly and as safely as possible.
- Report to the fire warden at the evacuation point and give your name so they can account for everybody in the warehouse, office and yard.
- Do not attempt to re-enter the building until either the fire warden of the Fire Brigade say it is safe to do so.

All visitors to the office or warehouse will be the responsibility of the person they are visiting, they will ensure that they are accompanied at all times and in the event of an emergency they are responsible for ensuring their safety.

FIRE RISK ASSESSMENT

The RRFSO requires that fire risk assessments be carried out. These assessments will be undertaken by the Health and Safety Manager on an annual basis, their findings recorded and corrective actions communicated to the relevant persons for action.

All personnel and operatives will be made aware of the fire risk assessment findings and should familiarise themselves with the procedures and fire fighting equipment.

14. FIRST AID

PURPOSE

This section defines the systems, arrangements and responsibilities for the provision and management of First Aid.

RESPONSIBILITIES

MANAGING DIRECTOR

- The Managing Director is responsible for ensuring that systems, policies and procedures are in place for the management and provision of first aid.

HEALTH AND SAFETY MANAGER

- The Health and Safety Manager is responsible for designing, monitoring and reviewing the policies, procedures and systems in place.

MANAGEMENT & SUPERVISORS

- Managers and Supervisors are responsible for the day to day implementation of the policies and procedures put in place, to ensure issues arising associated with the administration of first aid are dealt with.

FIRST AIDERS

- Trained and competent First Aid Personnel will be responsible for ensuring the first aid facilities are sufficient and appropriate to the assessed needs.

EMPLOYEES

- All employees are responsible for ensuring that they are aware of and adhere to the regulations and rules relating to first aid.

IMPLEMENTATION

The Health and Safety (First Aid) Regulations 1981 requires employers to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work.

In compliance with these regulations, adequate and appropriate numbers of First Aiders will be trained to administer first aid and be available during working hours at the warehouse/office. There is to be a minimum of one person who holds a current "First Aid at Work" certificate per fifty employees.

A First Aider is defined as a person who has received training and holds a current first aid certificate from an organisation or employer whose training and qualifications for First Aiders are approved by the HSE.

In addition all foremen and operational management staff will have First Responder training and are called Appointed Persons, the Appointed Person will take charge when someone is injured or ill, call an ambulance when required and will look after the first aid equipment.

Appointed Persons should not attempt to administer first aid for which they have not been trained.

First aid boxes are available at the office and warehouse and contain as a minimum:

- Medical adhesive plasters
- Sterile eye pads
- Individually wrapped triangular bandages
- Safety pins
- Individually wrapped: medium sterile undedicated wound dressings
- Individually wrapped: large sterile undedicated wound dressings
- Individually wrapped wipes
- Paramedic sheers
- Pairs of latex gloves
- Sterile eyewash – if no clean running water is available

15. EXTERNAL VERIFICATION AND REFERENCES

Direct Traffic Management Ltd operates a Quality Management System compliant with ISO 9001:2008 and is audited by SGS in accordance with the Sector Scheme Advisory Committee for Traffic Management (SSACTM).

We are a member of the British Safety Council and our Health and Safety procedures have been audited and verified by the Contractors Health and Safety Scheme (CHAS).

Our external Health and Safety training provider is UTN Training, Diamond House, Thornes Moor Road, Wakefield, West Yorkshire, WF2 8PT (www.utntraining.co.uk).

Direct Traffic Management Ltd is a member of the Traffic Management Contractors Association (TMCA) and is also a Approved Lantra Awards Training Centre.

This Health and Safety Policy was written with reference to the following documents;

- *'Health and Safety at Work etc Act 1974'* Chapter 37, The Stationary Office
- *'An Introduction to Health and Safety in Construction'* Phil Hughes & Ed Ferrett, Published by Elsevier Ltd 2008
- *'An Introduction to Health and Safety'* HSE Leaflet INDG259(rev1) Reprinted 08/08
- *'Leading Health and Safety at Work'* HSE Leaflet INDG417 Printed 09/09
- *'Traffic Signs Regulations and General Directions'* The Stationary Office
- *'Traffic Signs Manual Chapter 8 – Traffic Safety Measures and Signs for Road Works and Temporary Situations' Parts 1 & 2* The Stationary Office
- *'Guidance for Safer Temporary Traffic Management'* TMCA
- Lantra Awards, Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG (www.lantra-awards.co.uk)
- *'COSHH: A Brief Guide to the Regulations'* HSE Leaflet INDG136(rev3)
- *'Fire Safety, An Employers Guide'* HSE Books, ISBN 9780-11-341229-0
- *'First Aid at Work'* HSE Books, ISBN 9780-7176-1074-8, 1997
- *'Getting to Grips with Manual Handling. A Short Guide for Employers Revised'* HSE Leaflet INDG143, 2004
- *'Work at Height Regulations 2005. A Brief Guide'* HSE Books, INDG401(rev1), 2007

To Whom it May Concern

25 May 2016

Dear Sirs,

RE: Direct Traffic Management Ltd

We act as Insurance Brokers to the above named client. This letter is to confirm the Liability Insurance arrangements as follows:-

EMPLOYERS LIABILITY POLICY

Insurer	Argo Global
Policy Number	ADV1005350D
Period of Insurance	27 May 2016 to 26 May 2017
Indemnity Limit	£ 10,000,000 any one occurrence

PUBLIC/PRODUCTS LIABILITY POLICY

Insurer	Argo Global
Policy Number	ADV1005350D
Period of Insurance	27 May 2016 to 26 May 2017
Indemnity Limit	
Public Liability	£ 5,000,000 any one occurrence and unlimited in any one period of insurance
Products Liability	£ 5,000,000 any one occurrence and in the aggregate during any one period of insurance

Continued.../



CONTRACTORS PLANT

Insurer	Allianz Insurance plc
Policy Number	52/NJ/22220979/5
Period of Insurance	27 May 2016 to 26 May 2017
Limit of Indemnity	£ 125,000 – Own plant inc. temporary buildings £ 160,000 – Hired in plant

PROFESSIONAL INDEMNITY

Insurer	Markel (UK) Ltd
Policy Number	A19780/0514
Period of Insurance	27 May 2016 to 26 May 2017
Indemnity Limit	£ 2,000,000 any one occurrence

Please note that the above is only a basic summary of policy terms and conditions.

The information provided is based on the insurance arrangements at the time of writing.

Alterations may be made during the period of cover. Any expiry/renewal date shown represents the normal date of the policy. In some circumstances, such as non-payment of premiums due, cancellation could occur before the normal expiry date. We should be pleased to confirm the current position upon request.

If you require any further information, please contact me.

Yours faithfully,



Declan Cripps Cert CH
Account Manager



Advantage Underwriting Limited

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

(A copy or copies of this certificate must be displayed at each place of business at which you employ persons covered by this insurance.)

Policy Number: ADV10004072B

Insured: Direct Traffic Management Ltd

Date of commencement of insurance: 27 May 2016

Date of expiry of insurance: 26 May 2017

We hereby certify that subject to paragraph 2 below

1. This insurance to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey, the Island of Alderney; and
2. The minimum amount of cover provided by this insurance is £5,000,000 any one occurrence.

Signed:



Underwriting Director Advantage Underwriting Limited
Signed on behalf of Advantage Underwriting Limited

(a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place that either the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Paragraph 2(b) does not apply and has been deleted.



nebosh

NEBOSH National General Certificate in Occupational Health and Safety

This is to certify that

Sean Allan Young

was awarded this qualification on
08 August 2016
with Credit

Sir Bill Callaghan
Chair

Teresa Budworth
Chief Executive

Master log certificate No: 00307361/818268
SQA Ref: R367 04



The National Examination
Board in Occupational
Safety and Health
Registered in
England & Wales No. 2698100
A Charitable Company
Charity No. 1010444



Accreditation



First Aid Services & Training

This is to certify that:

Sean Young

Has demonstrated competence in First Aid at Work skills and knowledge as required under the Health & Safety (First Aid) Regulations 1981.

First Aid at Work

At

THORNE

Examination Date: 24/09/2015

Expiry Date: 23/09/2018

Certificate Number: 2008

FAIB Registered
No. 98/99 (035)

Principal: J.E.Staveley-Churton

This certificate is valid for THREE YEARS from date shown.
The HSE strongly recommends annual refresher training.



Registered
Member



©First Aid Services & Training are approved by the First Aid Industry Body (FAIB) 98/99 (035) to provide training and assessment for First Aid at Work

Liz Staveley-Churton, John Staveley-Churton, 16 Beast Fair, Snaith, Goole, East Yorkshire, DN14 9JQ.
Tel/Fax: 01405 869495 Email: fast1@fastcpr.co.uk



nebosh

Health and safety practical application

A unit of the:
NEBOSH National General Certificate in Occupational Health and Safety
NEBOSH International General Certificate in Occupational Health and Safety

Sean Allan Young

achieved this unit on

22 February 2016

Sir Bill Callaghan

Chair

Teresa Budworth

Chief Executive

Master log certificate No: GC3/00307361/771998
SQA Ref: UE47 04



The National Examination
Board in Occupational
Safety and Health

Registered in
England & Wales No. 2698100
A Charitable Company
Charity No. 1010444



Accreditation



nebosh

Controlling workplace hazards

A unit of the:
NEBOSH National General Certificate in Occupational Health and Safety
NEBOSH International General Certificate in Occupational Health and Safety

Sean Allan Young

achieved this unit on

22 February 2016

Sir Bill Callaghan

Chair

Teresa Budworth

Chief Executive

Master log certificate No: GC2/00307361/770289
SQA Ref: UE46 04



The National Examination
Board in Occupational
Safety and Health

Registered in
England & Wales No. 2698100
A Charitable Company
Charity No. 1010444




Accreditation

QUALIFICATIONS GAINED
Operatives
 Signing, lighting and guarding

SWQR No. 24502750
 01/06/2017

If found please return to: SWQR, The Optima Building,
 50 Robertson Street, GLASGOW, G2 8DQ. Tel: 0845 270 2720

STREET WORKS
STREET WORKS
Qualifications Register



SWQR NUMBER : 24502750
 Holder :
SEAN ALLAN YOUNG
 Date of Birth : 21/04/1982

Expiry Date :
01/06/2017

*Please remember to carry your card at all times while
 at work as you may be asked to produce it on site.*

CSCS Tel: 0800 576 0777 www.cscs.uk.com
 Registration No: 01102890

Construction Site Operative Industry Accredited

The cardholder has met the Health and Safety requirements
 as detailed in the CSCS Safety Checklist

constructing better health
 www.constructionhealth.co.uk

CONSTRUCTION SKILLS CERTIFICATION PROGRAM



CONSTRUCTION SITE OPERATIVE



TRAFFIC MANAGEMENT REGISTRATION SCHEME

This certifies that

Sean Young

Reg No: 118558/2

Has successfully completed the course(s) shown on the reverse of this card

Keep your skills current...

...with Lantra Awards

This card should be kept on your person and made available for inspection at all times.



TRAFFIC MANAGEMENT REGISTRATION SCHEME 118558/2

Course	Original	Expiry
120 (M7) Manager/Client Officer	27/08/2014	27/08/2019



Lantra Awards retains the right to withdraw this card
Lantra Awards, Lantra House, Stoneleigh Park, Coventry,
Warwickshire, CV8 2LG
Tel: 02476 419703 Email: Sector.Schemes@lantra.co.uk



First Aid Services & Training

This is to certify that:

Shaun Taylor

Has attended a One Day Course in Emergency First Aid at Work,
in accordance with the
Health & Safety (First Aid) Regulations 1981.

Emergency First Aid at Work

At

THORNE

Examination Date: 24/09/2015

Expiry Date: 23/09/2018

Certificate Number: 2757

FAIB Registered
No. 98/99 (035)

Principal: J.E. Staveley-Churton

This certificate is valid for THREE YEARS from date shown.
The HSE strongly recommends annual refresher training.



Registered
Member



©First Aid Services & Training are approved by the First Aid Industry Body (FAIB) 98/99 (035)
to provide training and assessment for First Aid at Work
Liz Staveley-Churton, John Staveley-Churton, 16 Beast Fair, Snaith, Goole, East Yorkshire, DN14 9JQ.
Tel/Fax: 01405 869495 Email: fast1@fastcpr.co.uk



CONSTRUCTION SKILLS CERTIFICATION SCHEME



MR S TAYLOR

REG
NO: 01487406

EXPIRES
END: September 2017

CONSTRUCTION RELATED OCCUPATION

NHS

TRAFFIC MANAGEMENT CENTRAL

THE SUPER JOB

Aaron Taylor

Req No: 855832

He has successfully completed the course shown on the reverse of this card.

Keep your skills current...

...with **Lambda Awards**

Standard 2000 by best practice awarding





Tel: 0844 990 4777 www.cscs.uk.com
Registration No: 0100120

Pedestrian & Vehicular Access Control Engineer

The candidate has met the Health and Safety awareness requirements set out in the CSCS Access Booklet

TRAFFIC MANAGEMENT CERTIFICATION SCHEME		8850612
Site	Achieved	Entry
12D (M166) RTMO - Non-Driver	09/11/2010	20/05/2020

Lantra retains the right to withdraw this card
Lantra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG
Tel: 02476 696996 Email: sector.schemes@lantra.co.uk



First Aid Services & Training

This is to certify that:

Rob Collins

Has attended a One Day Course in Emergency First Aid at Work,
in accordance with the
Health & Safety (First Aid) Regulations 1981.

Emergency First Aid at Work

At

THORNE

Examination Date: 24/09/2015

Expiry Date: 23/09/2018

Certificate Number: 2755

FAIB Registered
No. 98/99 (035)

Principal: J.E.Staveley-Churton

This certificate is valid for THREE YEARS from date shown.
The HSE strongly recommends annual refresher training.



Registered
Member



©First Aid Services & Training are approved by the First Aid Industry Body (FAIB) 98/99 (035)
to provide training and assessment for First Aid at Work
Liz Staveley-Churton, John Staveley-Churton, 16 Beast Fair, Snalith, Goole, East Yorkshire, DN14 9JQ.
Tel/Fax: 01405 869495 Email: fast1@fastcpr.co.uk

NHS

TRAFFIC MANAGEMENT CERTIFICATION SCHEME

Robbie Collins
Reg No: 43425/2



LANTRA
AWARDS

Keep your card close to you at all times



Tel: 0344 934 6777 www.cscs.uk.com
Registration No: 05727042

Pedestrian & Vehicular Access Control Engineer

The cardholder has met the Health and Safety minimum requirements as laid out in the CSCS Scheme Model

DRIVING LICENCE
 1 FREDWYN
 2 MICHAEL PALLIP
 3 10.12.1991 (UNITED KINGDOM)
 4 42.42.2014 - 42.01.14
 5 02.12.2017
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NHS
 TRAFFIC MANAGEMENT REGISTRATION SCHEME
 THE 2000
Michael Egginton
 Reg No 10680302
 Has successfully completed the skills shown on the reverse of this card
 Keep your skills current with Traffic Awards
 (It only costs 10p to get your award)

Name: Michael Egginton
 Company: TLS

Adher Area 12 Passport to the Network
 Network Inducted & B & A Tested on:

09/12/2013

NHS
 TRAFFIC MANAGEMENT REGISTRATION SCHEME
 THE 2000
Michael Egginton
 Reg No 10680302
 Has successfully completed the skills shown on the reverse of this card
 Keep your skills current with Traffic Awards
 (It only costs 10p to get your award)

NHS
 TRAFFIC MANAGEMENT REGISTRATION SCHEME
 THE 2000
Michael Egginton
 Reg No 10680302
 Has successfully completed the skills shown on the reverse of this card
 Keep your skills current with Traffic Awards
 (It only costs 10p to get your award)

TRAFFIC MANAGEMENT CERTIFICATION SCHEME **62874/2**

Skill	Achieved	Expiry
12D (M1/M2) RTMO	26/02/2007	09/02/2021
12D (M3) Dual Carriageways Up To 40 mph	04/02/2007	26/10/2017
12D (M8) RLMO	08/02/2010	09/02/2021

Lentra reserves the right to withdraw this card
Lentra House, Stoneleigh Park, Coventry, Warwickshire, CV8 2LG
Tel: 02476 690996 Email: vector.schemes@lentra.co.uk



This is a certificate awarded to

JAMIE NAYLOR

on successfully completing

Managing Safely

a course approved and validated by the

Institution of Occupational Safety and Health

in association with

Utilities Training (Northern) Ltd

Signed on behalf of IOSH

Chief Executive

Course Organiser



MHS

TRAFFIC SAFETY AND CONTROL OFFICER

Jamio Naylor

Reg No. 60829/11



LANTRA
AWARDS

Keep your road control set with your set of keys

TRAFFIC SAFETY AND CONTROL OFFICER

DATE: 20/03/2004

ASPECTS: Empty
CIRCUMS: Empty
OFFICER: 6762/350

This card includes the compliance information and covers the
TSA/LS Freedom of Information Act to provide to you as a Traffic Safety
and Control Officer. The card forms part of a standard operating
procedure which they also follow the Traffic Management Regulation
Scheme can be found in the appropriate Act.

It also refers the right to withdraw the
London House, 100 Whitehall Park, London, W1A 1AC
Tel: 0207 558 5585 Email: info@london.gov.uk



DIRECT TRAFFIC MANAGEMENT LTD

QUALITY POLICY

The Company Directors are committed to providing goods and / or services that comply in all respects with the requirements contained in contracts or customers' purchase orders.

The business will give careful attention to customer needs in respect of the goods and / or services provided, including on-time delivery, competitive prices, consistent high quality and continual quality improvement. This policy is implemented through the operation of a documented quality system which is subject to internal and external audit and review at regular intervals.

All policies and procedures have been structured to meet the requirements of ISO 9000:2008. All members of staff are aware of the business' commitment to quality, and are required to observe quality requirements at all times.

A handwritten signature in black ink, appearing to read "Craig Midson".

Craig Midson, Managing Director

Direct Traffic Management Ltd

YOUR INSURANCE CONTRACT DOCUMENT

In accordance with your instructions we have effected insurance as set out within. We would remind you that any change or alteration in risk should be advised to us otherwise insurers may have the right to avoid claims or cancel cover from inception.

This document forms the basis of cover provided and within you will find the following:-

- The contract of insurance.
- The certificate / policy wording.
- All clauses attaching to this insurance.



Authorised Signatory

Issue Date: 04 March 2016

Arranged by



CARROLL INSURANCE GROUP LIMITED

insurance & reinsurance brokers

1 White Lion Court, Cornhill, London, EC1V 3NP
Tel: 020 7623 2228 Fax: 020 7283 7775
Web: www.carrollinsurance.co.uk

RISK DETAILS

Unique Market Reference: B038516017713

Type: Combined Entertainment Policy Insurance as per Form specified below

Form: Combined Entertainment Policy wording as attached plus Endorsements as attached. It is agreed that wherever the expression "the Schedule" appears in the attached Combined Entertainment Policy wording, the same shall be deemed to read as "the Risk Details"

Insured: Gary Beestone Ltd

Employer's Reference Number (ERN): Not applicable

Insured's address: 5 Alabama Street, London SE18 2SJ

Insured's Business Description: Provision of Contracted Production Management Services for Touring, West End, International Theatre Productions, Outdoor Events, Corporate Exhibitions and Trade Shows

Period of Insurance: From: 6th March 2016
To: 5th March 2017
Both days inclusive Local Standard Time at the Insured's address

Interest: Employers' Liability, Public Liability, Products Liability and Property Insurance

Limits: **Combined Liability:**
Employers' Liability:
Bodily Injury: Any one occurrence – GBP 10,000,000
Asbestos: Any one occurrence and in the aggregate in the Period of Insurance – GBP 5,000,000
Terrorism: Any one occurrence and in the aggregate in the Period of Insurance – GBP 5,000,000
Public and Products Liability:
Public Liability: Any one occurrence – GBP 5,000,000
Products Liability: Any one occurrence and in the aggregate in the Period of Insurance – GBP 5,000,000
Pollution: Any one occurrence and in the aggregate in the Period of Insurance – GBP 2,000,000
Terrorism: Any one occurrence and in the aggregate in the Period of Insurance – GBP 2,000,000
Property: - not covered

Unique Market Reference: B038516017713

Retroactive Date: Not applicable

Territorial Limits: As defined in the attached wording

The Excess: Public Liability – third party property damage: GBP 500
 Public Liability – third party injury: NIL
 Products Liability – GBP 500

Conditions: As defined in the attached Combined Entertainment Policy wording
 Bona Fide Subcontractors Condition as per the wording
 Sanction Clause - as attached
 Care, Custody and Control extension – as attached

Endorsements: All as per the attached Combined Entertainment Policy wording

Subjectivities: None

Choice of Law & Jurisdiction: As defined in the attached Combined Entertainment Policy wording

Premium: Employers Liability:
 GBP 621.00 Minimum and Deposit
 Adjustable at the rate(s) of:
 0.30% - Clerical: GBP 7,000
 1.00% - PAYE at Production Site: GBP 20,000
 0.50% - BFSC Crew: GBP 40,000

 Public Liability and Products Liability
 GBP 750.00 Minimum and Deposit
 Adjustable at the rate(s) on turnover of:
 0.28% - production Management GBP 250,000

Premium Payment Terms: 60 days

Taxes Payable by Insured and Administered by insurers: 9.50% Premium Tax being GBP 130.25

Recording, Transmitting & Storing Information: Where broker maintains risk and claim data/information/documents the Broker may hold data/information/documents electronically.

Insurer Contract Documentation: This document details the contract terms entered into by the insurer(s), and constitutes the contract document.



CONTRACTORS HEALTH & SAFETY ASSESSMENT SCHEME

Certification Mark
www.chas.co.uk

Assessment Scheme

Certificate of Accreditation

This is to certify that

H P S S Ltd

is accredited within the Contractors Health and Safety Assessment Scheme (CHAS) having demonstrated compliance with and sound management of current basic health and safety legislation.

until: 17 October 2017

Working in partnership with business

020 8545 3838 - ☎ to verify
www.chas.co.uk

Health and Safety Policy

INTRODUCTION

We have a legal requirement to produce, and revise as necessary, a Health and Safety Policy. Our Health and Safety Policy forms a significant part of our Occupational Health and Safety Management System (OHSMS) including:

- Our commitment to managing Health and Safety
- Our policies
- Our procedures
- Responsibilities for Health and Safety
- Monitoring and reviewing activities to ensure the effectiveness of our HSMS.

Our Health and Safety Policy Statement is a broad statement of our commitment to the effective management of health and safety and to our commitment to the prevention of injury and ill health and continual improvement. This Policy is posted around our premises so that all staff are aware of our intentions.

We have documented our policies which identify, in individual topic areas, what we intend to do to control risks, manage health and safety issues, and comply with legal requirements.

They are supported with procedures to provide us with a means of managing the health and safety aspects of that particular topic. The procedures record how we will implement the associated policy and require further arrangements to be put into practice such as training, risk assessment, record keeping, monitoring etc. by which we maintain continual improvement.

Having identified what to do and how to do it, we then identify who is responsible for ensuring that our policy is implemented and that our Health and Safety Management System is working.

We record our Organisation structure to clearly identify reporting lines and areas of responsibility, supporting this with written responsibilities and rules for all staff and specific responsibilities for key members of staff. These are clearly defined in their Job Descriptions.

Our monitoring activities are aimed at checking the implementation of our policies and procedures, and ensuring that they have sufficient scope to cover all areas of risk. They are complemented by our hazard spotting check-lists that we complete according to the specified schedule.

The legal references that follow identify the full titles of legislation which, for ease of reading, are referred to in shorter form throughout our system, this is the legislation we comply with alongside other requirements to which the organisation subscribes that relate to its Occupational Health and Safety hazards.

References to Legislation

The main Health and Safety legislation affecting our organisation is as follows:

Health and Safety at Work, Act 1974

Management of Health and Safety at Work Regulations 1999
Provision and Use of Work Equipment Regulations 1998
Manual Handling Operations Regulations 1992
Workplace (Health, Safety and Welfare) Regulations 1992
Health and Safety (Display Screen Equipment) Regulations 1992
Personal Protective Equipment at Work Regulations 1992

Fire Precautions Act 1971
Regulatory Reform (Fire Safety) order 2005
Control of Asbestos at Work Regulations 2002

Electricity at Work Regulations 1989
Health and Safety (Safety Signs and Signals) Regulations 1996
Health and Safety (First Aid) Regulations 1981
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
Control of Substances Hazardous to Health Regulations 2002

Employers' Liability (Compulsory Insurance) Act 1969
Employers' Liability (Compulsory Insurance) Regulations 1998

Health and Safety Information for Employees Regulations 1989
Health and Safety (Consultation with Employees) Regulations 1996
Working Time Regulations 1998/1999

Construction (Design and Management) Regulations 2015

Offices, Shops and Railway Premises Act 1963
Lifting Operations and Lifting Equipment Regulations 1998
Pressure Systems Safety Regulations 2000

Corporate Manslaughter Act 2008

Please note for simplicity this legislation may be referred to in shorter form elsewhere in our documentation.

Health and Safety Policy Statement

HPSS Ltd will,

Establish and implement an Occupational Health and Safety Management System to manage the risks associated with our premises and activities.

By regularly monitoring our performance and revising our Occupational Health and Safety Management System as necessary to ensure we achieve our objective of continuous improvement.

We will provide sufficient resources to meet the requirements of current Health and Safety legislation and aim to achieve the standards of 'Good Practice' applicable to our activities.

Actively promote an open attitude to Health and Safety issues, and develop a proactive culture, encouraging staff to identify and report hazards so that we can all contribute to creating and maintaining a safe working environment.

Communicate and consult with our staff on all issues affecting their health and safety and, in doing so, bring this policy to their attention.

Provide adequate training for our staff to enable them to work safely and effectively, and to ensure they are competent and confident in the work they carry out.

Carry out and regularly review risk assessments to identify hazards and existing control measures. We will prioritise, plan and complete any corrective actions required to reduce risk to an acceptable level on a continual improvement culture in mind.

Maintain our premises and work equipment to a standard that ensures that risks are effectively managed.

Ensure that responsibilities for Occupational Health and Safety are allocated, understood, monitored and fulfilled.

It is the duty of **all** of us when at work:

- To take reasonable care of our own safety

- To take reasonable care of the safety of others who may be affected by what we do or fail to do
- To co-operate so that we can all comply with our legal duties
- To ensure we do not interfere with or misuse anything provided in the interests of health and safety.

Accidents Policy

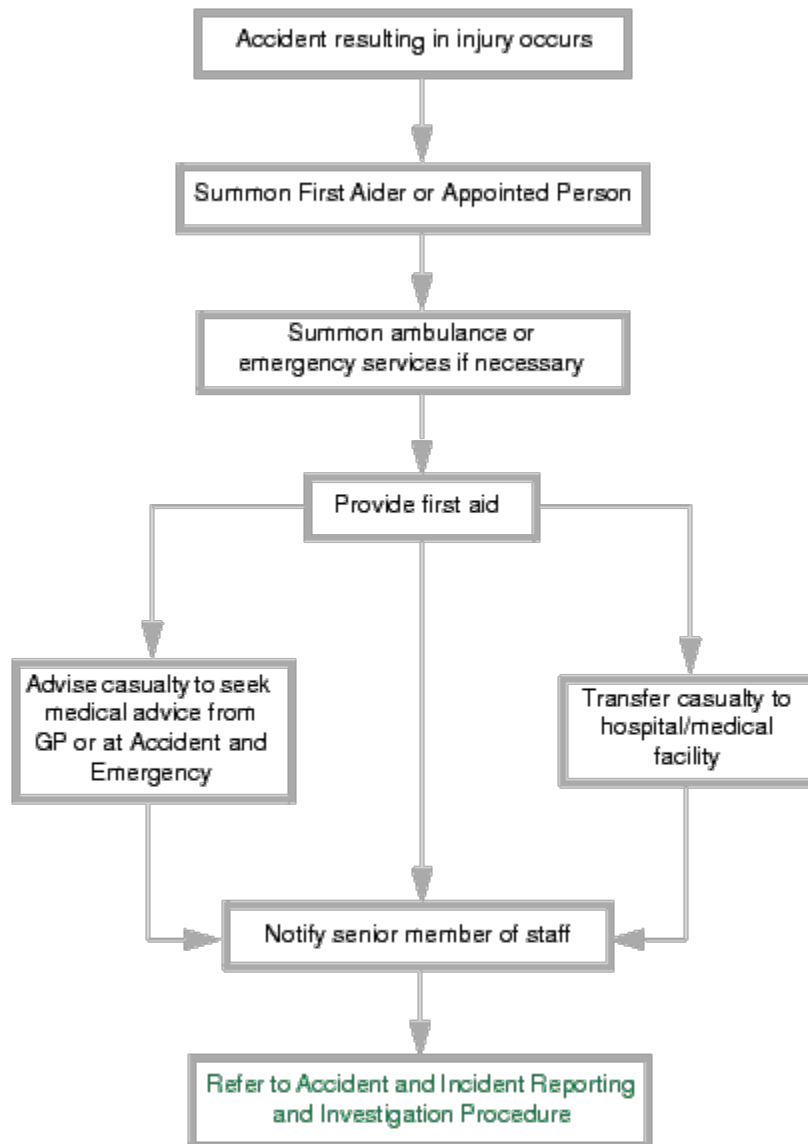
INTRODUCTION

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have adopted this policy and related procedures to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) (See Accident Guidance) which are referred to in this policy.

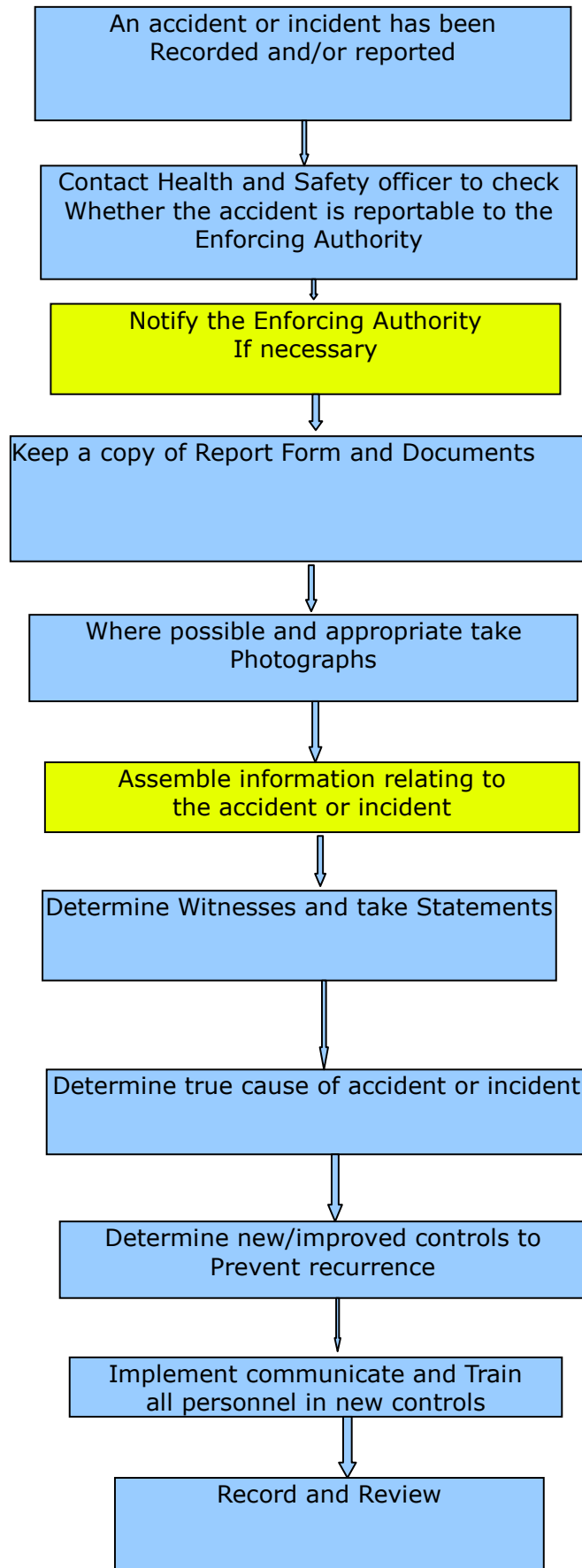
It is our policy to:

- Record all injuries in our Accident Book and instruct employees on the procedure to be followed.
- Keep records of all accidents/incidents involving non-employees, ensuring the details of their status e.g. visitor, contractor etc. is recorded.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority.
- Keep records of all accidents/incidents, detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority where appropriate.
- Investigate all accidents, including 'near miss' incidents, to prevent recurrence.
- Ensure first aid, (see First aid Policy) provision is readily available.
- Contact Health and Safety Director if in doubt

Accidents - Initial Action Procedure



ACCIDENT AND INCIDENT REPORTING AND INVESTIGATION PROCEDURE



Communication and Consultation Policy

INTRODUCTION

We recognise the value of effective methods of communication and consultation in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety.

It is our policy to:

- Establish effective lines of communication both internally and externally as required.
- Involve and consult with workers on issues affecting their health and safety at work and to take account of their views on these matters. Communication takes place through:
 - Individual conversations
 - Staff meetings
 - Notice-boards
 - Circulation of new information via email
- Provide information on performance, lessons learned from incidents, plans, standards, procedures and systems etc.
- Display the following:
 - The 'Health and Safety Law - What You Should Know' poster
 - Our current Certificate of Employers' Liability Insurance
 - Our Health and Safety Policy Statement (see Health and Safety Policy Statement)
- Consult with workers when changes to processes, equipment, work methods etc. are introduced into the workplace that may affect their health and safety at work.
- Notify all workers of the arrangements for appointing a competent person.

Control of Hazardous Substances

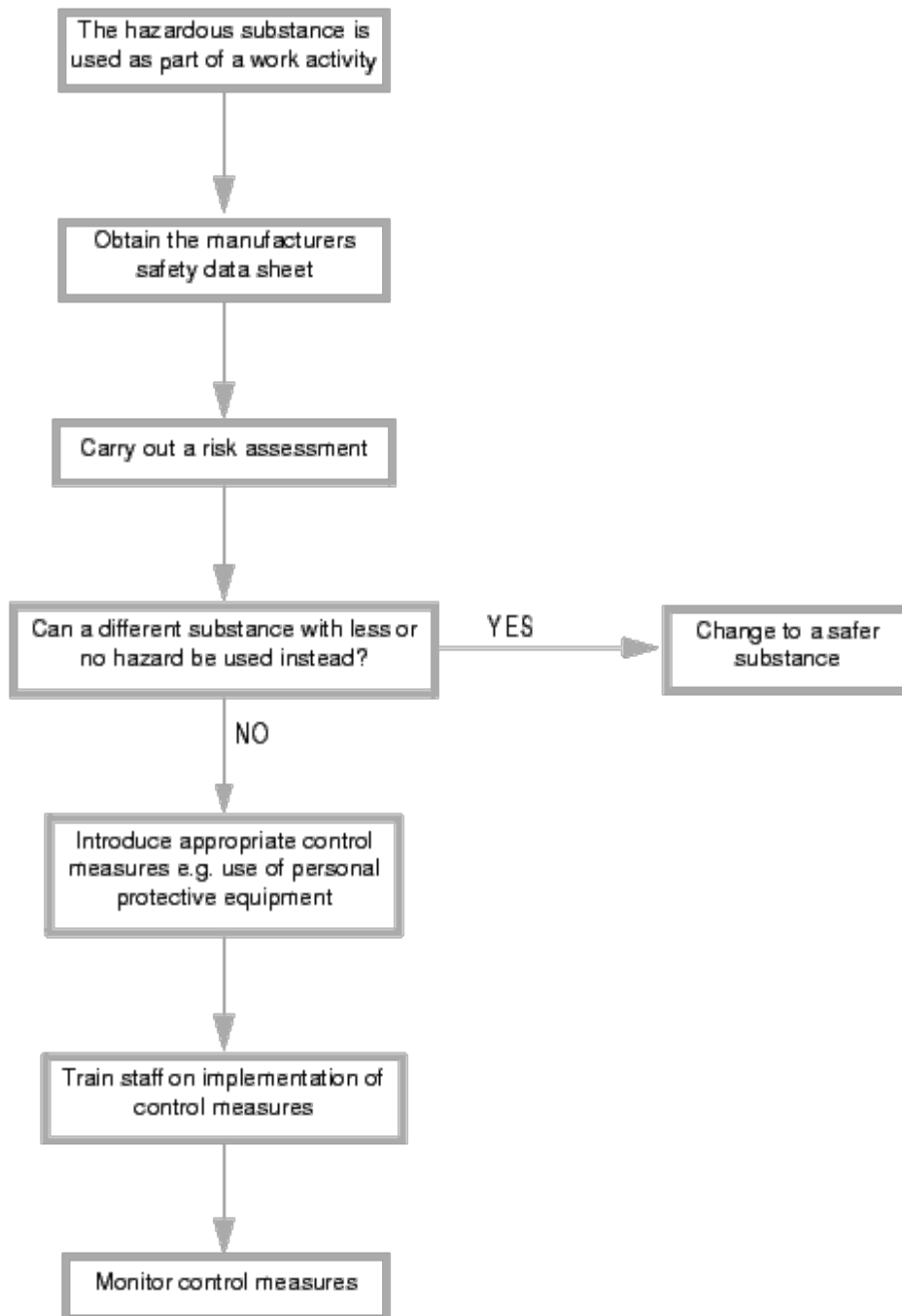
INTRODUCTION

Hazardous substances can be brought into the premises for use in various activities and processes and can also be generated as a result of a process or activity. Exposure to hazardous substances can result in short and long term ill-health and injury, and even to fatalities.

It is our policy to:

- Ensure that those responsible for managing work likely to result in exposure to hazardous substances are adequately trained and competent.
- Ensure no new substances are introduced into our work activities without approval of a designated manager, and before an assessment of the risk is carried out.
- Maintain records of all hazardous substances used or created on the premises and keep manufacturers safety data sheets, where appropriate.
- Assess the risks to health from exposure to hazardous substances, and determine the control measures needed.
- Record the assessments, and review them periodically or when changes occur.
- Introduce effective control measures to ensure exposure to substances hazardous to health is eliminated or reduced to the lowest possible level.
- Monitor exposure to hazardous substances, and undertake an appropriate form of health surveillance, where necessary.
- Inform, instruct and train employees about the risks and the precautions to be taken to protect themselves from the harmful effects of hazardous substances.
- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances, and fulfil our legal duties in relation to statutory examinations, where required.

Control of Hazardous Substances Procedure



Electrical Safety - Fixed Installation Policy

INTRODUCTION

The fixed installation consists of the switchgear and electrical distribution systems throughout our premises. We recognise that electrical equipment is potentially hazardous and will identify risks to persons and reduce those risks in accordance with current safety legislation.

It is our policy to:

- Ensure that a competent person inspects and tests all fixed installations at the intervals recommended in current guidance and that the appropriate report is issued and retained.
- Inform employees that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all employees are informed of the need to speedily report any problems encountered in connection with electrical supplies, circuitry or switches.
- Ensure that those who carry out work on electrical systems are competent, and use the correct equipment.
- Isolate or take out-of-service any faulty electrical system or equipment.
- Test electrical circuits following repair and prior to reinstating their use.
- Provide emergency and first aid information to cover the actions to be taken in the event of electric shock or burns.

Electrical Safety - Portable Appliances Policy

INTRODUCTION

We recognise that the use of portable electrical appliances is potentially hazardous. We will identify risks to people, managing those risks in accordance with current safety legislation and guidance.

It is our policy to:

- Maintain a register of all portable electrical appliances used by us and ensure that a competent person inspects and, where

required, tests all such equipment at intervals identified in our risk assessment.

- Prohibit personal portable electrical appliances from being brought into our premises unless prior approval has been given and the equipment has been inspected by a competent person before use. (see our Warehouse procedures)
- Provide instruction to users of portable electrical appliances so that they are aware of the hazards and are able to spot visible defects prior to use.
- Inform staff that they must not carry out any electrical fault finding or repairs unless trained and authorised to do so.
- Ensure that all staff are aware of the need to stop using portable electrical appliances if problems are encountered and report any defects immediately.
- Isolate or take out of service any faulty electrical equipment.
- Test electrical appliances following repair and prior to reinstating their use.
- Provide emergency and first aid procedures to cover the actions to be taken in the event of electric shock or burns.
- Take all reasonable precautions to ensure that any hired electrical equipment is safe to use.

Fire Safety Policy

INTRODUCTION

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to our health and safety (see Fire Safety Guidance)

It is our policy to:

- Assess the risks from fire at all venues and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide adequate firefighting equipment where necessary

- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct staff in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters (see Fire Records Section and fire risk assessment)
- Identify people with any disability or impairment who may require assistance in the event of a fire.
- Comply with the requirements of the Fire Certificate issued at venues and sites where we operate.
- Consult with other occupiers of the building on fire safety matters.

First Aid Policy

INTRODUCTION

We recognise that by providing suitable first aid facilities and qualified personnel, having regard to the nature of our undertaking and the number and location of our staff, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train suitable numbers of first aid personnel.
- Provide and maintain suitable and sufficient first aid facilities (see First Aid Guidance)
- Ensure that first aid facilities, equipment and personnel are readily available.
- Provide additional training for first aid personnel as necessary to take into account any specific hazards.

Hazard Reporting Policy

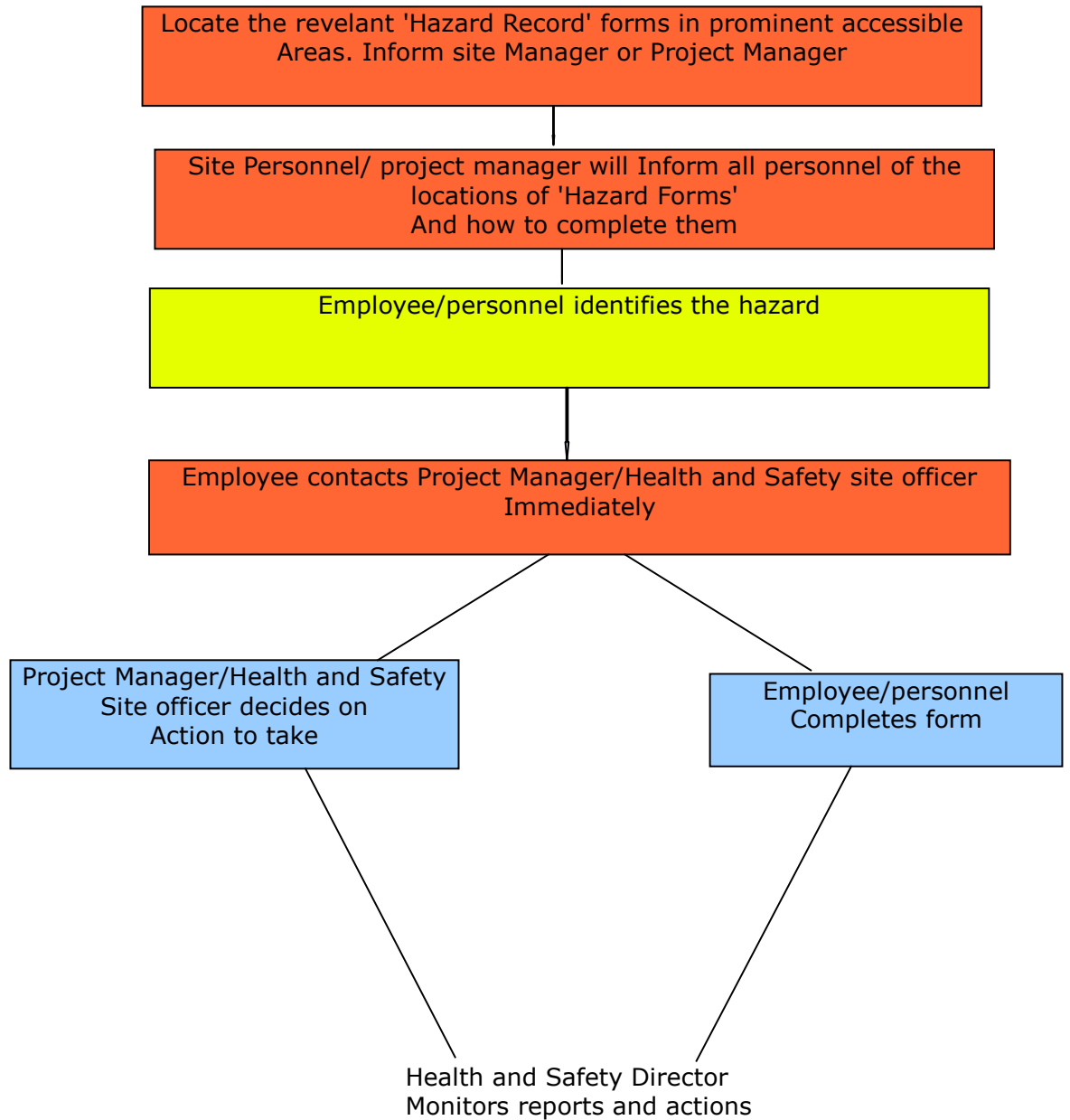
INTRODUCTION

We recognise that staff have an invaluable monitoring role within their workplace in helping to identify hazards (see Hazard Reporting and Recording Guidance) before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause harm.

It is our policy to:

- Have an effective system for the reporting of hazards found by staff in their workplace.
- Ensure all reported hazards are dealt with expediently and efficiently.
- Check that action has been taken following receipt of a hazard report.
- Train staff to verbally report the following circumstances immediately:
 - Discovery of a fire
 - Ineffective, defective or missing guards and safety equipment
 - Damaged or ineffective personal protective equipment or clothing
 - Faulty equipment that cannot be operated safely
 - Insufficient training or information to carry out your work safely
 - Insufficient information on the use and handling of a hazardous substance
 - Spillage of a hazardous substance
 - Potential incident or dangerous occurrence
 - Complete checklists for hazard spotting at prescribed intervals.

Hazard Reporting



Maintenance Policy

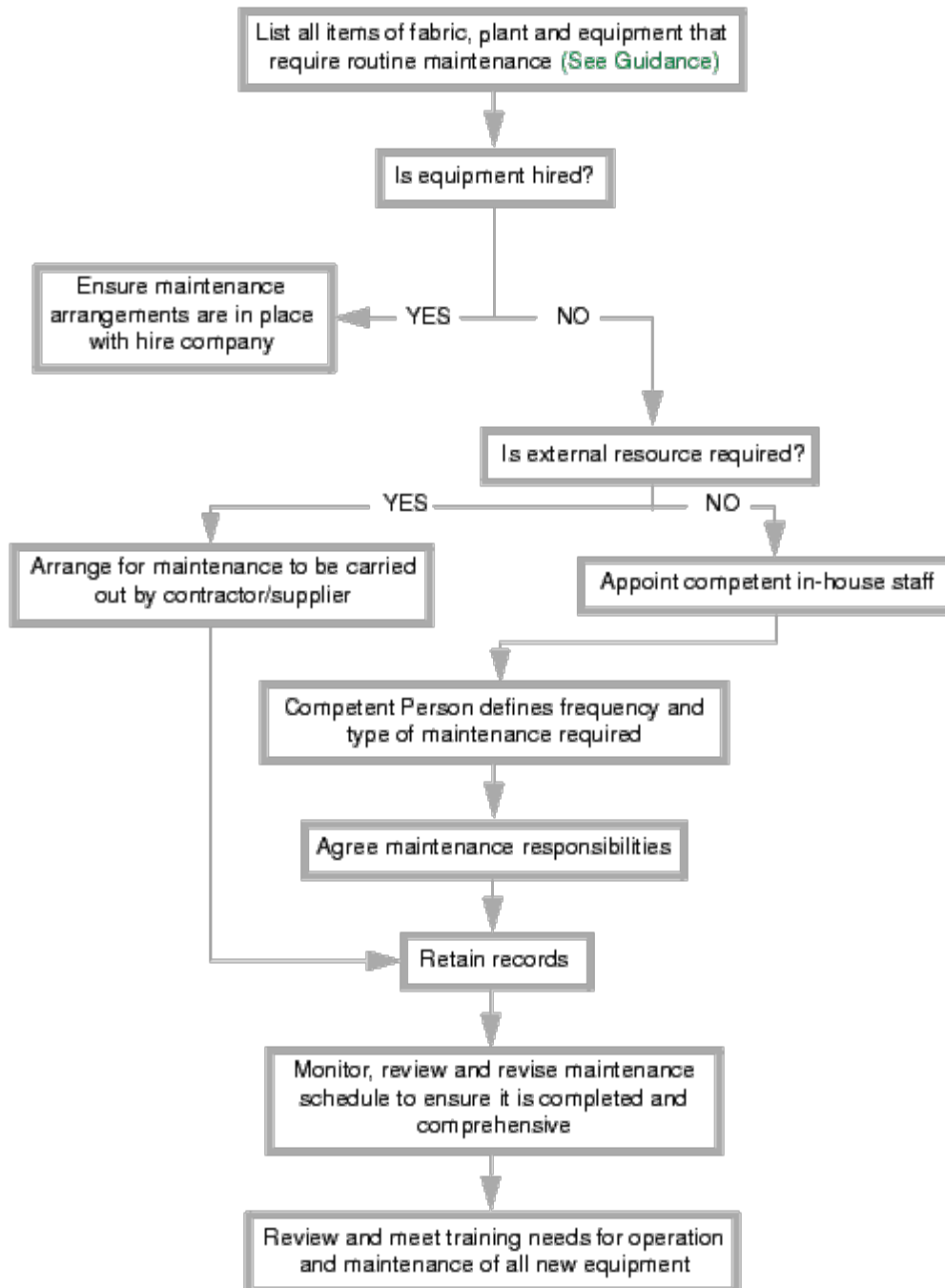
INTRODUCTION

There is a legal requirement to ensure all workplaces and equipment used at work are adequately maintenance.

It is our policy to:

- Carry out routine maintenance to our premises, plant and equipment to ensure that there are no significant risks to the health and safety of our staff and others who could be affected.
- Ensure that those who carry out maintenance are competent to do so and, where appropriate, provide documentation and records of their maintenance activities.
- Ensure that where specialised examinations or inspections are required, they are carried out by a competent person, e.g. fire safety equipment.
- Routinely maintain items of fabric, plant and equipment that are not included in the statutory examination and testing arrangements. (see Warehouse procedures)
- Ensure that maintenance is carried out in such a way that it does not present significant risks to the health and safety of those undertaking the work, or others who may be affected by the maintenance activity.
- Establish the frequency at which maintenance activities are carried out to ensure that:
 - Safety related features always function correctly
 - Manufacturers' guidance is followed
 - Operating conditions such as the working environment, intensity and frequency of use do not affect equipment safety to such an extent as to create an increased risk to health and safety.
- Agree specific maintenance responsibilities with companies that supply us with leased or hired work equipment.
- Carry out inspections of work equipment prior to use for the first time and following re-installation after moving, to ensure correct installation and that the equipment can be used and maintained safely.
- Record these inspections when the safety of the equipment depends on the installation.
- Operate a planned maintenance scheme which includes safety related features of all our plant and equipment.

Maintenance Procedure



Manual Handling Operations Policy

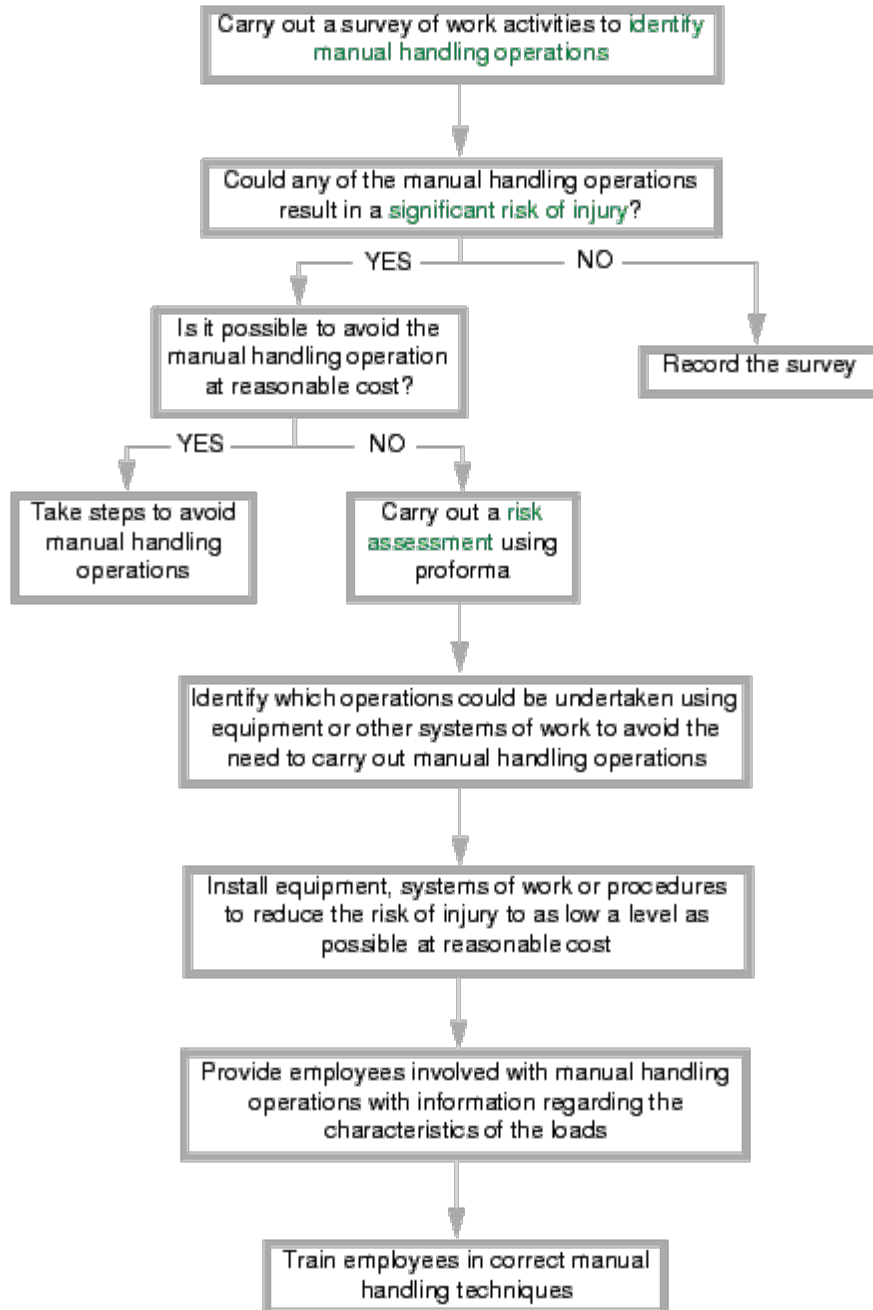
INTRODUCTION

We recognise that manual handling causes a third of all accidents and injuries to persons at work and that these injuries may result in both temporary and permanent disability.

It is our policy to:

- Avoid, so far as is reasonably practicable, the need for members of staff to carry out any manual handling tasks (see Guidance) that involve a risk of being injured.
- Carry out an assessment of manual handling activities which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform members of staff of their duties.
- Train members of staff as appropriate.

Manual Handling Operations Procedure



Monitoring and Checking Policy

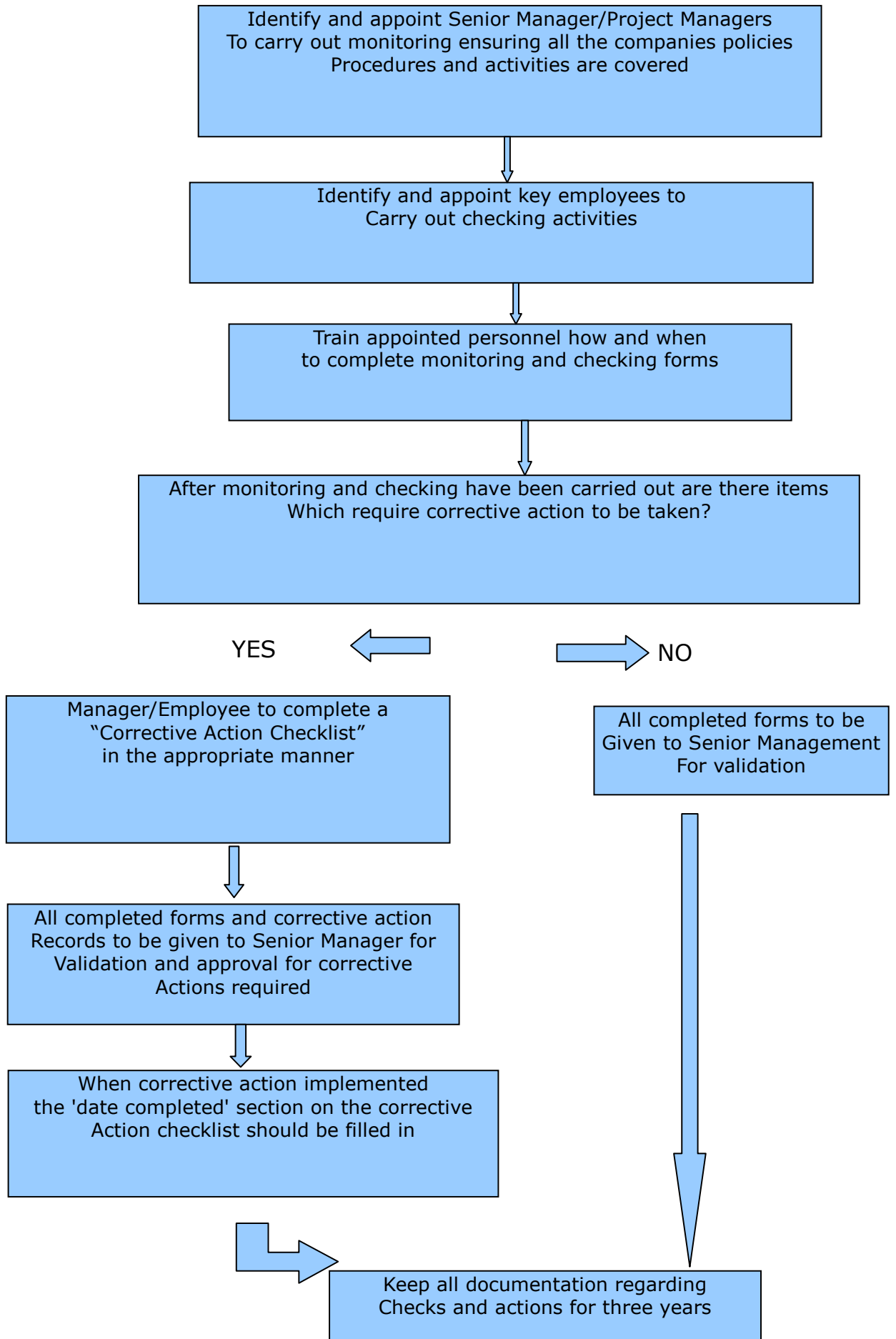
INTRODUCTION

We recognise the importance of carrying out monitoring and checking to ensure that our performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

We also recognise that for the monitoring system to be effective both active and reactive monitoring (see Monitoring and Checking Guidance) must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring the matter will be investigated fully so that steps can be taken to prevent recurrences.

It is our policy to:

- Carry out monitoring and checking as part of our health and safety arrangements at agreed frequencies, i.e. active monitoring.
- Carry out reactive monitoring following an accident, ill health or incident to ensure lessons are learnt from the event.
- Designate key employees to undertake monitoring and checking activities.
- Provide training and support to those employees undertaking monitoring and checking activities.
- Ensure all policies, procedures and activities are covered by monitoring and checking (see Monitoring and Checking Section)
- Have all completed monitoring and checking forms validated by the Health and Safety Director.
- Implement any required corrective actions identified by the monitoring and checking as soon as is reasonably practicable.
- Keep records of the monitoring and checking.



Personal Protective Equipment (PPE) Policy

INTRODUCTION

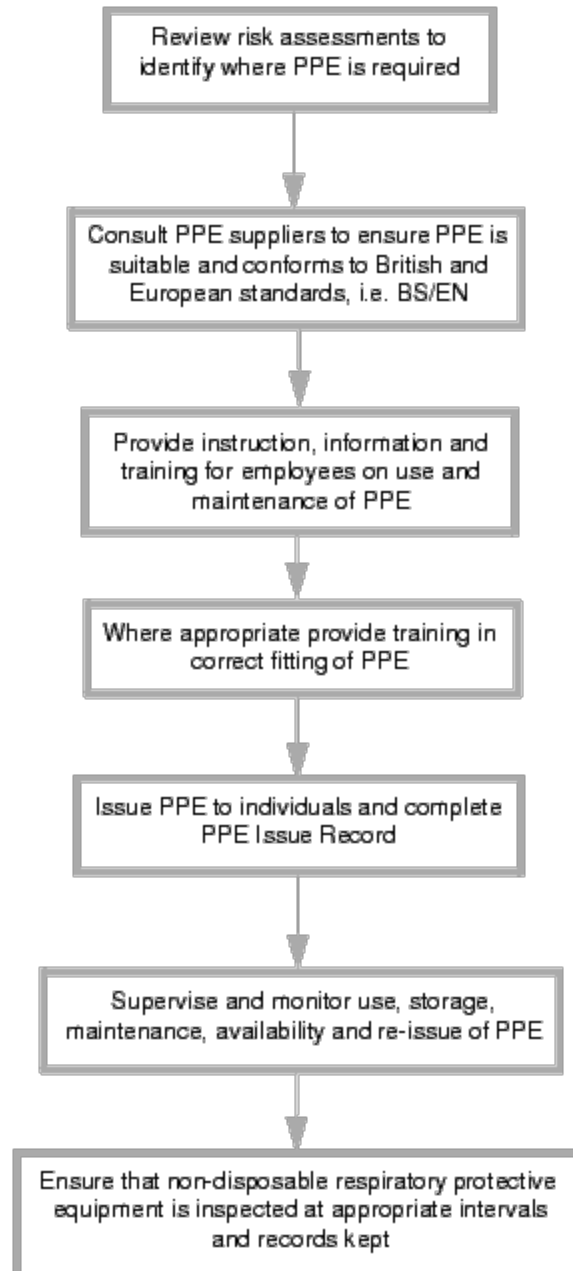
The requirement for provision of Personal Protective Equipment (PPE) is usually determined by risk assessment. PPE is only used as a last resort where risks to health and safety cannot be controlled adequately by other means.

It is our policy to:

- Provide personal protective equipment where a risk assessment concludes that personal protective equipment is required
- Ensure all personal protective equipment will adequately protect the individual from the hazard, fits properly and is as comfortable as possible
- Provide personal protective equipment that conforms to relevant British and European standards
- Provide members of staff using PPE with relevant information and training
- Supervise and monitor staff to ensure the personal protective equipment is being used correctly and appropriately
- Keep a record of all personal protective equipment issued where necessary
- keep a record of all personal protective equipment issued with equipment where necessary ie trailer stage lockers
- Discipline employees who repeatedly refuse to use PPE in the correct way

- Discipline employees who repeatedly refuse to store PPE in the correct place

Personal Protective Equipment (PPE) Procedure



Risk Assessment Policy

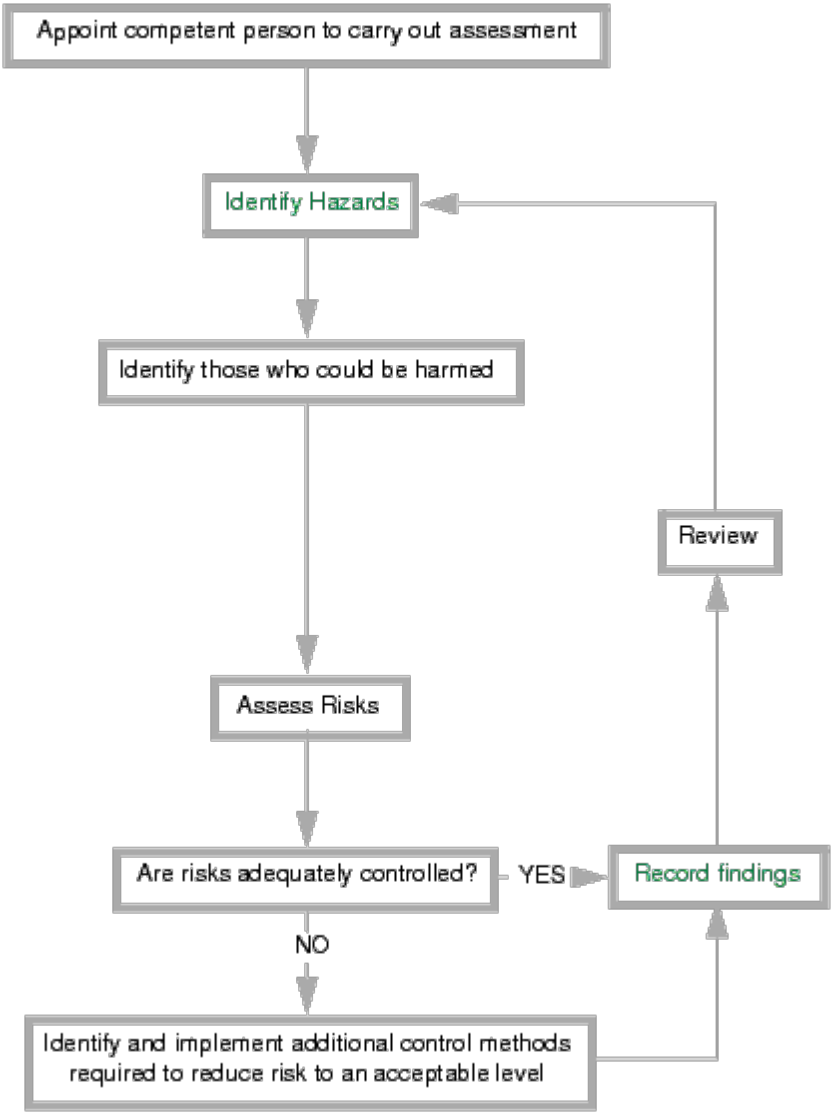
INTRODUCTION

We recognise that risk assessments are the most important part of effective health and safety management. Risk assessments (see legal Guidance and requirements) help us to prevent accidents and ill health by considering the hazards that exist and how we manage them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring.

'Specific' risk assessments are required by certain regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations for this requirement.

It is our policy to:

- Appoint a competent person or persons to carry out risk assessments, recording their details on our Health and Safety Law poster.
- Carry out suitable and sufficient risk assessments of our activities.
- Identify and carry out those specific risk assessments we are legally required to carry out.
- Carry out detailed risk assessments on hazardous activities.
- Implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train staff on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.



Training Policy

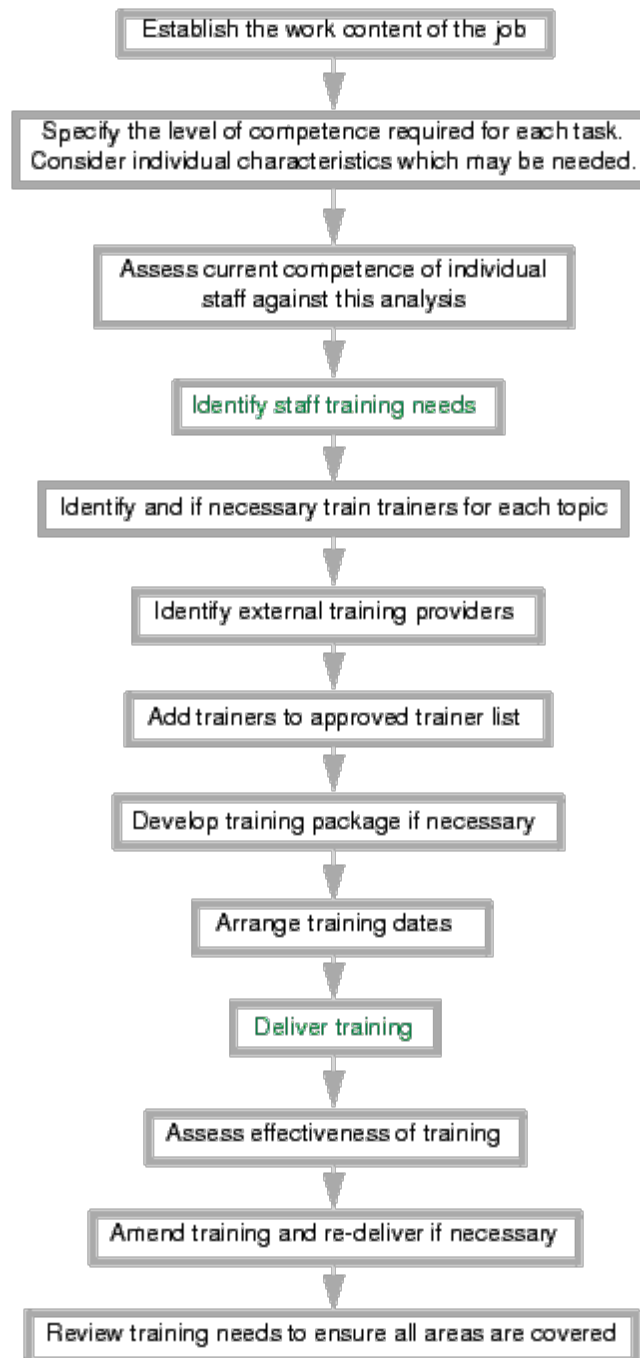
INTRODUCTION

Training is a vital part of our strategy to effectively manage health and safety issues within our business. When carried out effectively, it can change our staff's perception of risk and result in significant improvements in health and safety performance, preparing our staff to work safely and reducing accidents and damage to our premises and equipment. It is also a general factor in motivating staff, so that improvements are often found in overall commitment and work performance, and ensures that staff are competent and confident when carrying out their work. It is our legal responsibility to provide adequate Health and Safety training.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.
- Provide the following health and safety training for our staff:
 - Induction training for new starters
 - Training on our Health and Safety Policies and Procedures
 - Work activity training relevant to the member of staff, including the use of any equipment
 - Training required by specific legislation
 - Training on Fire and Emergency procedures including alarm raising
 - Training on the recognition, handling and use of hazardous substances
 - Awareness training for Management staff
 - Refresher training where identified in our training needs analysis.
- Keep records (see Training Records) of all staff training and related documents.
- Ensure staff are aware of their legal obligation to co-operate and to put into practice any new instruction or guidance given.

Training Procedure



Work Equipment Policy

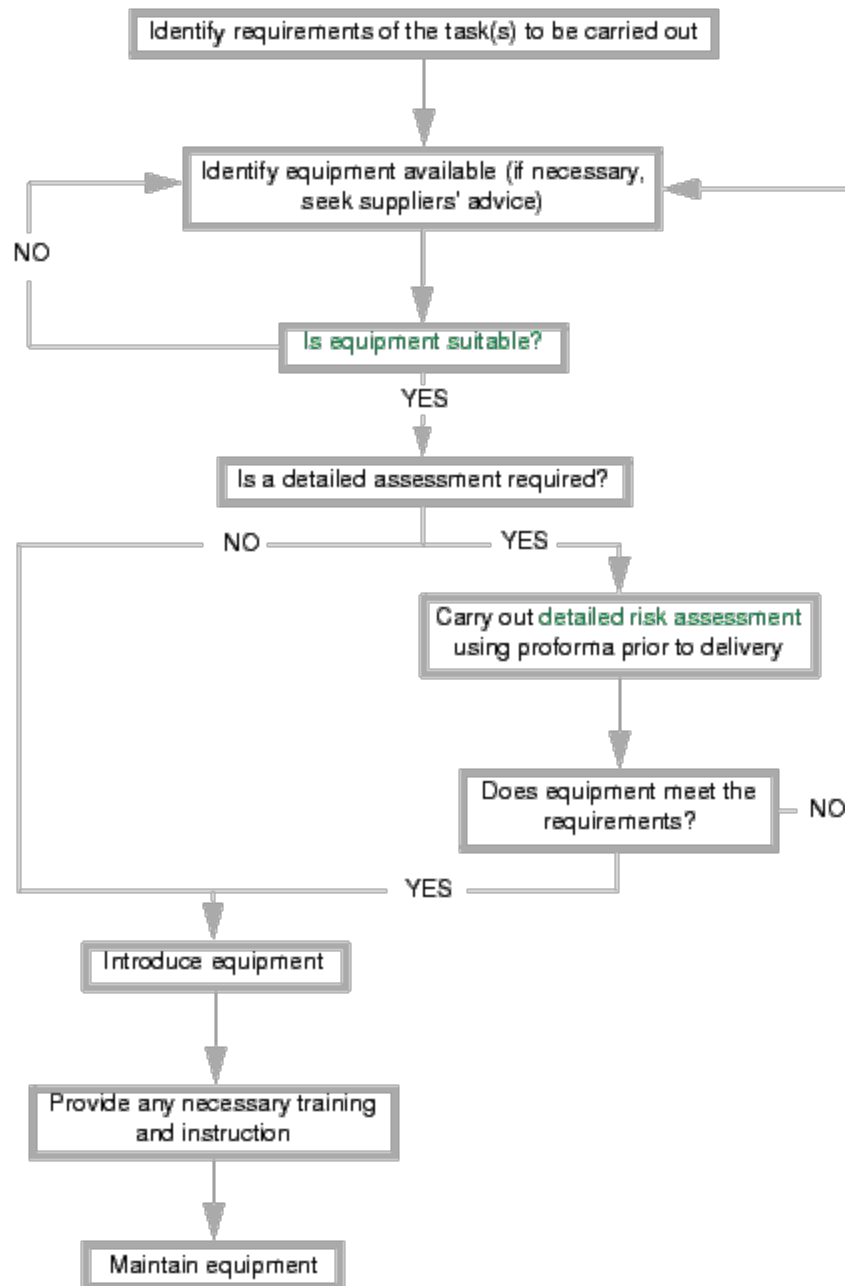
INTRODUCTION

We recognise that work equipment can present hazards and risks to all our staff, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised.

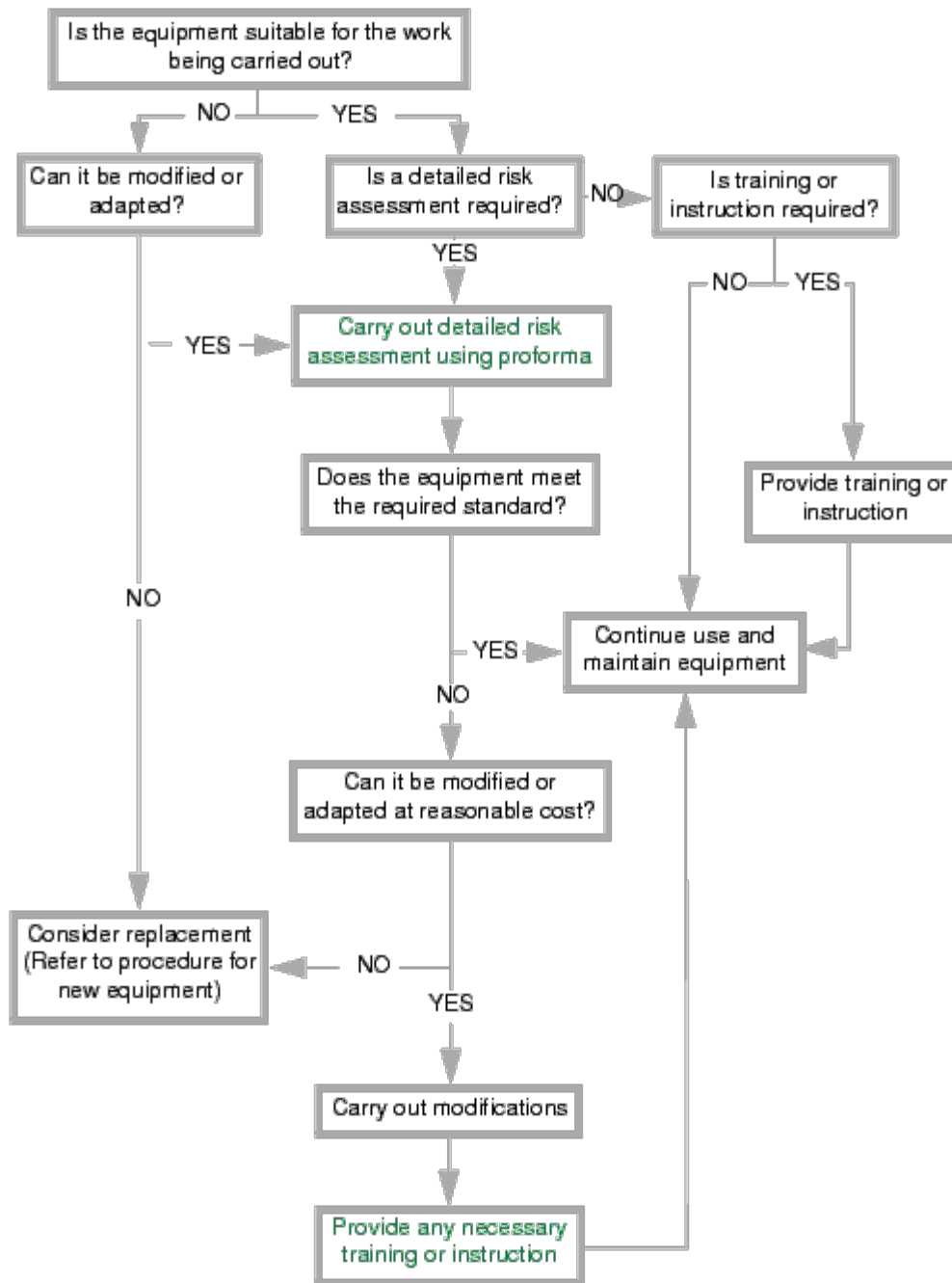
It is our policy to:

- Provide work equipment for staff that is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, inspected and tested (see Record of Testing/Maintenance data) as required.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, training and instruction where appropriate to all staff who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards.
- Provide protection against high or low temperatures where necessary.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary for each event and venue, and are suitable for the equipment and location.
- Ensure that all control systems are safe.
- Provide suitable means of isolating the work equipment from sources of energy.
- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.

Work Equipment (New) Procedure



Work Equipment (Existing) Procedure



Health and Safety Responsibilities

The Managing Director is the designated person with overall responsibility for ensuring our compliance with Health and Safety legislation. He will ensure that a competent appointed person:

- Our Health and Safety policy documentation and Health and Safety Management System are implemented, monitored, developed, communicated effectively, reviewed and amended as required.
- A health and safety plan of continuous improvement is created and progress monitored.
- Safe systems of work are developed and implemented.
- Risk assessments are completed, recorded and regularly reviewed covering all processes and activities where a risk to health and safety exists. The significant findings of these assessments are brought to the attention of staff which may be affected.
- Staff understand the allocated responsibilities for health and safety defined in this policy.
- Suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements.
- Adequate insurance cover is provided and renewed.
- Competent persons are appointed to provide health and safety assistance and advice.
- Premises, plant and work equipment are maintained in a safe condition. Statutory examinations are planned, completed and recorded.
- An adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition.
- They communicate and consult with staff on health and safety issues.
- An effective training programme is established to ensure staff are competent to carry out their work in a safe manner.
- The monitoring activities required by this system are undertaken.
- Effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger.

Employee Responsibilities

We are all responsible for acting in a safe manner whilst at work. By understanding our responsibilities and following our safety rules, we will be helping to comply with our legal duties and contributing to the safe running of our workplace.

We all have the responsibility:

- To take reasonable care of our own safety.
- To take reasonable care of the safety of others affected by what we do or fail to do.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.
- To co-operate so that we as individuals and our Company can fulfil our legal duties e.g. comply with our safety rules.
- To set a good personal example in relation to health and safety

Health and Safety Rules

INTRODUCTION

The nature of our working environment does not permit us to write extensive rules governing every detail of health and safety at work. However, if you read, understand and follow these rules you will help to comply with your legal duty and contribute to the safe running of our workplace.

If you do not understand what is expected of you, or if you are unsure about our safety rules, speak to your project manager or the Health and Safety Director as soon as possible.

GENERAL

- It is the duty of all staff to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Staff must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- It is the duty of all staff to report to management any dangerous work situation and any shortcomings in our safety arrangements so that we can take the necessary remedial action.
- Staff must become familiar with the contents of our Health and Safety Policy.

WORKPLACE IN THE UNIT

- Keep the access to and from your place of work free from obstruction and slipping and tripping hazards at all times.
- Never leave cables trailing across floors unless absolutely necessary and then only if the appropriate warning sign is used.
- Keep your work area clean and tidy, regularly remove rubbish and waste materials.
- Clean up any spillage immediately or, if you are unable to do so, segregate the area with barriers or barrier tape. In the case of hazardous substances, refer to the health and safety data sheet and the specific risk assessment.
- Only use equipment that you have received training/instruction for and which you are authorised to use.

FIRE SAFETY

- Read the fire notices displayed around the premises, make sure you know how to raise the alarm if you discover a fire and that you understand the evacuation procedure for your workplace.
- Do not prop open fire doors or tamper with firefighting equipment such as extinguishers. Report any accidental use of firefighting equipment and damage to fire and exit doors.
- Maintain safe walkways on all exit routes. Ensure that fire exit doors can be readily opened and are free from obstruction both inside and out.
- Know the positions of the nearest fire extinguishers, how to use them, and the type of fire they can be used on.
- Smokers must only smoke in designated areas and dispose of smoking materials in a safe manner.

ACCIDENTS AND HEALTH

- All injuries, accidents and cases of ill health, including minor injuries, caused by or affecting your work must be reported to your project manager or the Health and Safety Director.
- Ensure the details of your accident and injury are recorded in the Accident Book.
- Report all dangerous occurrences and 'near miss' incidents.
- Report any medical condition or medication you are taking which could affect your ability to carry out your work safely.
- You must not work if you have taken any substance that could affect your ability to work safely.
- Report immediately any damage caused to property.
- If you see a situation which has the potential to cause an accident or injury, you must report it immediately.

- Co-operate with any incident or accident investigation.

MACHINERY AND EQUIPMENT

- Only operate machinery or use equipment if you are trained and authorised to do so.
- Do not leave machinery or equipment unattended whilst in operation unless you are given permission, or the machine is designed for unattended operation.
- Do not clean moving machinery. Do not carry out repairs and maintenance unless a risk assessment has been carried out and a safe method of work is implemented.
- Do not use machinery without effective guards and safety devices in place. You must ensure that you make proper use of them.
- Report any faults or defects in machinery, equipment, guards or safety devices immediately.
- Do not interfere with, defeat or wilfully damage any guard or safety device.

PROTECTIVE CLOTHING AND EQUIPMENT

- You must use all protective clothing and equipment required or provided for your personal protection as instructed.
- Keep your protective clothing and equipment in good working order to maintain its effectiveness. Report any unsuitable, defective or lost items immediately to your supervisor or manager.

Safe Working at Height.

Anyone who works at height has a responsibility not only to themselves but to those who may be under them.

Never undertake working at height before being trained to do so

Before starting

Empty all pockets of any items that could fall out

Remove any items that you do not need e.g. watch, backstage pass

Secure any items that could get caught or cause you to stumble

Secure any required tools with a lanyard or safety wire to your person

Whenever possible request that the area under where you will be working is kept clear. If required, use someone on the ground as a moving warning message.

Use a harness that is appropriate for both the work and the fall arrest system, with all the appropriate accessories you will require.

Wherever possible use two methods of securing yourself. The fall arrest system is only a backup, so if you stop to work, or stop to rest, consider securing yourself there as well.

Always work in logical steps, never allow yourself to get caught between your work and your safety. Use people on the ground to provide muscle power and legwork wherever possible.

ZURICH FOCUS HIRED IN EQUIPMENT COVER NOTE

This is to confirm that we have arranged the following cover for:

Insured: HPSS Limited & HPSS Group Limited

Insurer: Zurich Insurance plc

Policy Number: ZF105841/0610V5

Period: 28th February 2016 to 27th February 2017

Cover Summary: The cover will indemnify you in respect of Accidental loss of or damage to equipment arising from any cause not excluded by the policy, in respect of your legal liability under the terms of the hiring agreement or otherwise to pay compensation for loss of or damage to equipment whilst in your custody or control. Cover will include liability for payment of continuing hire charges under the terms of the hiring agreement, in consequence of indemnifiable loss or damage up to a maximum sum of £100,000

**Optional Extensions:
(if applicable)** A – Hired in Property
B – Hiring Out (cross hire)

	Premises Area 1	UK/Europe Area 2	Worldwide Area 3	Optional Extension Operative
Hired In Equipment	Nil	£260,000	Nil	A and B

Excess: £250 each and every loss

Principal Exclusions

- 1) Terrorism, War Risks
- 2) Wear, tear, gradual deterioration
- 3) Intentional acts or wilful neglect
- 4) Unaccountable losses discovered on inventory or stock checks
- 5) Excluded parts - Light sources and other expendable parts
- 6) Insufficiency or unsuitability of packing or preparation of property insured

Principal Conditions

- 1) Losses from unattended vehicles are subject to compliance with policy vehicle condition

This is only a summary of the cover – please refer to the policy wording for full details

Integro Insurance Brokers Ltd

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Policy Documentation

Dated: 5th May 2016

Author: L. Cressey

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Mission Statement

Mission statement

We aim to deliver a modern, safe and responsive service to our customers and clients.

Our Mission

- To deliver an excellent, high-quality professional service.
- To take pride in providing the service.
- To continually re-evaluate our processes and change where necessary to provide a 'best value' service based on continual improvement.
- To regularly consult with clients and obtain feedback on their needs, and respond to them in a prompt and timely manner.
- To regularly consult with staff and sub-contractors to obtain feedback on their workplace welfare and training needs with the aim to respond based on continual improvement and standards.

Our Aims and Objectives

- To strive for 'service excellence' through a programme of continuous improvements and by comparing our performance against other industry specialists, legal and industry information available.
- To be courteous and helpful to clients and contact personal
- To provide a high quality service at a reasonable cost.
- To answer all telephone calls within 6 rings and to respond to call messages within 3 working days.
- To provide a full reply to all letters within 10 working days.
- To see you within 10 minutes of arrival when you call at our office.
- To write letters, information and forms in 'plain english'.
- To regularly consult with clients about service standards and review feedback.
- To ensure staff training is adequate, appropriate and timely.
- To set clear targets within achievable time scales and aims.
- To ensure the service structure is adequate and appropriate to provide best customer service and value.
- To work in partnership with statutory and voluntary agencies wherever possible.

Equality Policy

HPSS Limited is committed to ensuring equality of opportunity in every aspect of its provision and seeks to apply the principle of equality of opportunity in relation to all aspects of its operational and working process. It will make every reasonable effort to ensure that there is neither direct nor indirect discrimination against enquirers, job applicants or clients on the grounds of race, nationality, disability, gender, marital status, age, religious or political beliefs, gender reassignment, asylum or refugee status, dependents, sexual orientation or any other matter not strictly relevant to the projected programme of work.

All employees, clients and contractors should, however, bear in mind that HPSS Limited will need to be aware about the nature of a persons disability if it is to ensure a healthy and safe workplace and place of entertainment industry operations.

Criteria for applicants to HPSS Limited's vacancies

As a general rule, the only relevant criteria to be applied in assessing an application will be the applicant's ability be it academic or experiential and determination to benefit from the work position offered, however, questions of fitness for the particular profession may also have to be taken into account (via the risk assessment process). Where appropriate, HPSS Limited will offer the disabled job applicants the opportunity to demonstrate their ability to make use of alternative means of meeting operational requirements.

Age

There is no restriction on age for any applicant other than for certain legal requirement which requires all employees to be at least 18 years of age for entry to certain venues due to restrictions within integral professional venue placements.

The HPSS Limited has a higher duty of care towards younger employees and will expect to have direct contact with and full support from the designated guardian in order to discharge those duties as identified through the risk assessment process.

Clients with criminal convictions

All those who apply for vacancies are required to declare whether they have any relevant criminal convictions that are deemed not spent under the Rehabilitation of Offenders Act 1974.

In order to ensure that all job applicants and employees are treated in an equitable and fair manner, while paying due regard to the interests of others in the HPSS Limited community, HPSS Limited reserves the right to request further information from any employee. Job applicants and employees who make a relevant declaration will have their matter evaluated by the interviewing panel and prospective line manager. That line manager will determine whether the applicant may have to proceed to a directorial decision. If not, or if further information is required, or in the event of an adverse/unfavourable decision the applicant will be advised accordingly and will be given the opportunity to present his/her case to a panel of at least two persons within the HPSS Limited community.

Monitoring

Any decision to reject any job application will be scrutinised by the HPSS Limited Director with responsibility for Human Resources to ensure adherence to this Code.

The HPSS Limited has a responsibility to monitor the pattern of applications, offers and operations.

Complaints

Under the Complaints Procedure for HPSS Limited an applicant who believes that the HPSS Limited has failed to follow its Equal Opportunities Policy should write to the Managing Director of HPSS Limited stating the ground/s on which the complaint is made.

Any complaint relating to a decision made in connection with a declaration of a criminal conviction should be made in writing to the Managing Director of HPSS Limited.

For further information contact

Director with responsibility for Human Resources	Linda Cressey
HPSS	Limited
Telephone 01482	221810
Fax 01482	221735
Email linda@hpss.co.uk	

Managing Director	Hugh Jones
HPSS	Limited
Telephone 01482	221810

Fax 01482
Email Hugh@hpss.co.uk

221735





Operational Health and Safety Policy

(to be read in conjunction with the Company Health and Safety Policy)

HEALTH AND SAFETY POLICY

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HEALTH AND SAFETY POLICY

(This Policy Covers the Preparation Running and Dismantling of an Event for In House Health and Safety please see the HPSS Health and Safety Policy)

PART 1 - GENERAL STATEMENT OF POLICY

HPSS Limited, as a responsible employer, recognises and accepts its responsibilities under the provisions of the Health and Safety at Work Act 1974 and subordinate legislation and undertakes to conduct all of its activities and functions in such a manner so as to ensure:

- a. The health and safety at work of all its employees and appointed contractors,
- b. The health and safety of members of the public or other persons who may also be affected by those activities or functions.

HPSS Limited requires that health and safety is considered at the earliest opportunity in all strategies, projects, activities and events and that all of its employees, appointed contractors adopt a systematic and effective approach to health and safety within their particular area of responsibility. The "Organisation for the Management of Health and Safety" section of this policy explains individuals' duties and the "Arrangements" section sets out specific requirements and the sources of detailed guidance on the achievement of overall health and safety objectives.

HPSS Limited expects every employee/appointed contractor to comply with its agreed policies and procedures and to take all possible care for their own health and safety and that of others who may be affected by their acts or omissions.

HPSS Limited is confident that, with full co-operation and care by employees/appointed contractors, it is possible for its activities to be conducted in a safe and effective manner with risks and accidents being reduced to a minimum. HPSS Limited undertakes to allocate sufficient financial, material and personnel resources to enable this high standard of health and safety to be achieved.

HPSS Limited is committed to constant review of its health and safety and will seek to follow best practice in order to improve standards as part of its normal management techniques.

This policy will be reviewed annually or upon any significant change its circumstances.

Signed..... Date.....5th May 2016.....

Hugh Francis Jones
Managing Director

PART 2
ORGANISATION FOR THE MANAGEMENT OF
HEALTH AND SAFETY

Managing Director

HPSS Limited, have the responsibility as an employer for ensuring the health, safety and welfare at work of all its employees and for the health and safety of others who may be affected by the activities, services or functions.

The Managing Director will utilise a specialist consultancy company for areas of risk outside the norm and his in house qualified expertise.

HPSS Limited shall ensure on the advice given by the Managing Director: -

1. There are effective policies covering the health, safety and welfare of its employees and others who may be affected by its activities, services or functions.
2. An effective safety organisation exists and suitable arrangements are in operation to achieve the objectives stated in the policies and to comply with legislative requirements.
3. Prepare in conjunction with other event staff/appointed contractors, a programme for the implementation of the Health and Safety Policy and procedures.
4. There is adequate monitoring of safety performance throughout the Company and any Event.
5. Adequate financial, material and personnel resources are available and are utilised to achieve all objectives laid down in the policies.

ALL EMPLOYEES/APPOINTED CONTRACTORS

All employees/appointed contractors, regardless of their position or their duties, have a basic duty to take care of their own health and safety and that of others with whom they come into contact or who may be affected by their acts or omissions.

In particular they must: -

1. Co-operate with their employer and their colleagues in the observance of safe working practices.
2. Carry out assigned tasks and duties in a safe manner in accordance with instructions, approved safe working practices and any relevant safety procedures or directives.
3. Consult their immediate manager if they become aware of unsafe conditions or practices, or if they are in doubt about the safety of any situation.
4. Only use the correct tools, plant, equipment and materials for the work in hand and reject any that are in an unsafe condition.
5. Use the guards, safety devices, safety equipment, protective clothing and other personal protective equipment provided for their use.
6. **NOT** interfere with or misuse anything provided in the interests of safety, health or welfare.
7. Report to their manager
 - a. any accident resulting in personal injury
 - b. any 'near miss' incident that could have implications for safety
 - c. any hazard or fault that comes to their attention during the course of their work and
 - d. any recommendations they may have for improving existing working practices.
8. Set a good example at all times.

ADDITIONAL DUTIES

Certain employees/appointed contractors, because of their position in the event management structure, are given additional duties and these are set out in the following sections.

The Site/Event Manager/Project/Crew Manager

The Site/Event/Project/Crew Manager is accountable to their Directors of HPSS Limited for all aspects of health and safety within the area of work activity over which they have control.

They will: -

1. Ensure the carrying out and recording of appropriate risk assessments by competent persons.
2. Ensure that methods and systems of work are safe and that the necessary procedures and controls are formulated, issued and applied in every field of work activity under their control, in accordance with Safety Policies and Procedures.
3. Ensure that all employees/contractors/visitors within their particular area of control are aware of their individual duties in respect of health and safety, and that they put them into practice.
4. Ensure the allocation of sufficient resources (e.g. time, money) to allow adoption of safe working practices in all areas.
5. Personally carry out safety inspections of their area(s) of control and report the findings to their Director.

Appointed Contractors

Concession holders are deemed to be contractors for any event.

They will ensure:

1. That each employee under their direct supervision is instructed in the hazards and risks of the work undertaken and in the precautions and working procedures that must be adopted in order to avoid accidents and work in safety.
2. That each employee is competent and able to carry out his / her work safely.
3. That work is carried out in accordance with approved safe working practices and in compliance with any relevant legislation, guidance, safety procedure or directive.
4. That the correct plant, equipment, tools and materials are available for the work in hand and are used and maintained in a safe condition.
5. That appropriate protective equipment and clothing, first aid requisites, welfare and emergency firefighting appliances are readily available with competent trained personnel on site to use such equipment.
6. That they take appropriate action necessary to rectify any unsafe condition found or reported to them relating to accommodation, plant, equipment, tools, use of materials, working procedures or unsafe actions by individuals, either by taking immediate action themselves or by referring the matter to their line manager.
7. The maintenance of a high standard of housekeeping and tidiness in work areas including the systematic removal of waste.
8. Adequate control over the use, storage, handling and transportation of substances during work activities as required under the Control of Substances Hazardous to Health Regulations.
9. Suitable communication and arrangements are made to ensure the overall safety of work areas prior to commencement of work, during the progress of the work (particularly at the end of each working period or day) and on final completion of the work. Particular attention must be given to any segregation of working areas that may be required during any work activity, to ensure that members of the public, employees, and others are not exposed to any danger at any stage of the work.
10. Appropriate safety and warning signs are displayed.

11. Accidents or near misses reported both to the employer and the client, and are investigated, reported and recorded as required by the relevant safety procedures.

SAFETY MONITORING AND ADVICE

The **Managing Director** shall make arrangements for a specialist health and safety consultancy to provide a pro-active monitoring and advisory service to HPSS Limited Management Team on all aspects of health and safety relevant to the running of events should the size of the event require it and/or at the request of the in house Event Safety Manager.

The appointed **Event Manager/Project Manager** will make available suitable resources, office accommodation, materials and equipment for the use of these H&S officers in performing their duties.

The **Health and Safety Manager** will:

Take an active part in the collation of the Event Management Plan ensuring Legal requirements are complied with.

1. Assist in the appraisal of safe working practices and the carrying out of risk assessments throughout an event.
2. Assist individuals in the determination of their responsibilities under legislation and in respect of this and other Health and Safety Policies.
3. Monitor the operation of and compliance with the Health and Safety Policy and agreed Safety Procedures.
4. Advise on compliance with the requirements of current legislation.
5. Assess the implications of new or proposed legislation for the event and will advise the event organisers.
6. Undertake tool box talks and facilitate H&S consultation as and when necessary.
7. Participate in the monitoring of contracts and procedures.
8. Assist in the preparation of safety procedures and in the revision of this Health and Safety Policy.
9. Assist in and monitor the notification of accidents and dangerous occurrences to the relevant enforcement authority and will collate and prepare information on accidents, statistical trends and methods of accident prevention as appropriate.

In circumstances where there is imminent risk of serious personal injury, **HPSS Limited** authorises the contracted consultancy personnel to prevent dangerous or

illegal practices by stopping all or part of any operation, including any carried out by contractors working on this event.

In the event of such sanctions being applied, HPSS Limited shall be informed immediately. HPSS Limited shall then take the required action with regard to the Event Management Plan.

PART 3

ARRANGEMENTS FOR THE MANAGEMENT OF HEALTH AND SAFETY AT AN EVENT

RISK ASSESSMENT

Formalised written risk assessments are a legal requirement and form the basis of the health and safety management.

Risk assessments will identify -

1. the hazard that is present (a hazard is defined as something with the potential to cause harm).
2. the significant risks from the identified hazards (the extent of risk is determined by the likelihood of the harm occurring and its severity).
3. those persons or groups of persons who are exposed to the risk.
4. the controls that are already in place.
5. the improvements that are required to remove, minimise or control the risk at an acceptable level.
6. the procedure for reviewing assessments e.g. following material changes in activities.

Risk assessment is an essential part of the strategy and project planning process. It must be undertaken at the earliest possible opportunity before formulating detailed plans for events, building alterations, refurbishments, introduction of new processes or work activities, or any other changes that may affect the health and safety of employees or others, not being employees, but who may be affected.

The assessment process must be used to prioritise the measures that are required to be taken in order to comply with current legislation. Risk assessment does not have to be a sophisticated process; it must, however, be appropriate to the nature of the work. Assessments must be reviewed and revised after a reasonable length

of time and as necessary in the light of incidents, near misses, accidents, dangerous occurrences, new legislation, case law or guidance.

The responsibility for ensuring suitable sufficient risk assessments are completed falls to the event organisers. Assistance with the planning and carrying out of risk assessments will be provided by the contracted qualified personnel or consultancy should it be required.

ACCIDENT AND INCIDENT NOTIFICATION

All accidents must be reported in the site accident/Event log book, as soon as practicable. **HPSS Limited** will ensure that such accidents are investigated with suitable control measures put in place to prevent a reoccurrence.

The client may request contractually that all accident reports are duplicated and passed on to them. In this case a joint accident investigation may ensue.

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR '95), certain **Injuries** and **Diseases** that occur due to, or in connection with, work activities and certain defined **Dangerous Occurrences** have to be reported to the Health and Safety Executive as the enforcing Authority.

EMERGENCY PROCEDURES

The site specific emergency evacuation plan agreed by all interested parties will set out and detail the arrangements for the evacuation of the sites. This information will be posted in the Event Management Plan for all authorised parties to access and familiarise themselves with.

VIOLENCE AND CHALLENGING BEHAVIOUR

HPSS Limited is aware of the problems of violence and challenging behaviour and is committed to preventing or minimising risks to employees.

Injuries suffered by employees as a result of violence at work will be treated the same as an "accident or incident". All incidents will be reported to the appropriate authorities i.e. the Police.

DRUGS, ALCOHOL AND SMOKING

HPSS Limited does not allow the use of drugs and alcohol during work hours and immediately after whilst a person may be still considered to be associated with the company.

HPSS Limited reserves the right to instantly dismiss any employee or contractor who arrives to work whilst intoxicated or under the influence of non-medically recommended drugs

Smoking is not allowed by law on any public or workplace enclosed premises. **HPSS Limited** and **contractors** must also abide to insurance and the venue holders site rules regarding smoking outside.

Anyone caught breaking these rules may be subject to instant dismissal.

FIRST AID

Appropriate numbers of First Aiders will be appointed for the event (First Aiders are qualified personnel who have received training and passed an examination in accordance with Health and Safety Executive requirements).

First Aid boxes will be provided in all on site workplaces and will contain at least the minimum supplies that are required by a risk assessment undertaken for the site. Only specified first aid supplies will be kept in these boxes - no creams, lotions or drugs (e.g. paracetamol) will be permitted.

Notices will be displayed at appropriate places in each workplace giving details of persons who are First Aiders and their locations.

INFECTIOUS DISEASES AND CONTROL OF INFECTION

HPSS Limited is required to identify risk of infection from infectious diseases and other sources inherent in the services that it provides. The site/event organisers are responsible for ensuring that suitable risk assessments are carried out and that appropriate protective and preventative measures and procedures are clearly explained to all.

Confidentiality will be assured for all persons in addressing any issues involving infectious disease.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

In the different work locations and work activities during an event, many types of chemical substances are in use, some of which require stringent controls over their transport, storage and use. In the course of some work activities, risks may result from the presence of biological hazards or from the generation of fumes or dusts.

Assessments will be made of the risks associated with any work activities that are liable to expose employees and others present in the workplace to any substance hazardous to health. Information and training will be provided to employees and others, as appropriate to the circumstances.

This assessment process will be instigated, before the products are brought into use for the first time, and before the work activity commences.

CONTRACTORS - APPOINTMENT AND CONTROL

(Contractors – Any person or company supplying any service or activity for the company at any event)

An essential factor in the control and monitoring of contractors is the vetting process that must precede any contract situation. **HPSS Limited** will ensure that the contractors' policies, procedures, method statements and working practices are of an acceptable standard if they are to be present at any event, working under the HPSS Limited's banner.

Monitoring of the work in progress, protection of the site(s) and the practical management of the project are crucial to the continuing safety of employees and public; client roles and responsibilities must be defined before commencement of work to ensure adequate control of risks.

Safety considerations within contracts will be considered and placed on a par, if not above, commercial needs considering reasonable practicalities.

All contractors must forward risk assessments, method statements, policies and insurance details to the HPSS Limited competent person/project manager before a stipulated dead line, failure to do so will result in the contractor not being allowed on site.

ELECTRICITY AT WORK

Employers have a duty under health and safety legislation to assess the risks from work activities. All electrical equipment and systems must be properly constructed, installed and maintained; and be suitable in terms of capacity and for the use envisaged.

Portable appliances must be inspected and tested as frequently as use dictates, **HPSS Limited** aims to electrically test site equipment 6 monthly, but will perform visual checks before each event.

ENFORCING AGENCIES

HPSS Limited accepts the right of enforcing authority inspectors to visit the site and carry out inspections, tests or other investigations as required. All staff, contractors and other persons responsible for any service or activity must cooperate fully with the enforcing inspectors. Should a site be

inspected, we will call upon our specialist health and safety consultant/Director for assistance.

NOISE AT WORK

All contractors will take all reasonable steps that are necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. If there is doubt regarding the level and dosage of noise, then a noise survey must be undertaken.

HPSS limited and **all contractors** must make available, to their employees, hearing protection on request for noise levels above 80dB(A). Managers must enforce the wearing of hearing protection when levels are at 85 dB(A) or above.

LIFTING OPERATIONS AND LIFTING EQUIPMENT

The Lifting Operations and Lifting Equipment Regulations prescribe responsibilities of specific duty holders in connection with the use of lifting equipment during work activities.

HPSS Limited insists all lifting plant and equipment is fully tested as per the Regulations, with safe working load (SWL) test certificates supplied and kept on site for the duration of the work. (I.E. 6 monthly tests for lifting of people, 12 monthly tests for lifting of equipment/objects).

The use of contract lifts will be undertaken by a fully vetted contractor, who will be responsible for the whole lift, from creation of lifting plan, supply of trained, competent operators and banksman, to the removal and storage of such equipment from site.

All **HPSS Limited's** lifting accessories must be stored in secure and clean area, and display evidence of SWL tests as required by legislation. All users of lifting equipment will be trained in checking their strops and harnesses etc for signs of wear and damage.

All work operations must be covered by the relevant insurances

PLANT AND EQUIPMENT

The Provision and Use of Work Equipment Regulations (PUWER) have many wide ranging and detailed requirements that apply to the use of work equipment provided for use in any work activity.

HPSS Limited will ensure that all work equipment is fit for the purpose of its use, and ensure it is serviced and maintained to remain in good condition.

All persons involved in the use of **HPSS Ltd's** work equipment must have received training by **HPSS Ltd** or be able to provide a certificated course to demonstrate competence in the use of such equipment.

PERSONAL PROTECTIVE EQUIPMENT

HPSS Limited and all **contractors** must provide personal protective equipment to employees where the risk of any work activity cannot be adequately controlled by other means.

Appropriate information and training will be provided for employees on the use and care of such equipment. Individual equipment will list required PPE within the Safe System of Works document.

The issuer of such PPE must ensure that there is a suitable storage place for PPE whilst it is not in use.

MANUAL HANDLING

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. These injuries often have long-term effects on employees, with permanent disabling damage caused in many instances.

The practical management of manual handling aims to eliminate or reduce manual handling risks by:

- The assessment of activities
- The identification of hazardous operations
- The introduction of appropriate measures to eliminate the risks or to reduce them to an acceptable level, and
- The provision of appropriate training and information

Awareness training will be given to **HPSS Limited's** employees through a Tool Box Talk and a duly qualified trainer.

All contractors are responsible for their management of manual handling.

SAFE SYSTEMS OF WORK/METHOD STATEMENTS.

Risk assessments will be carried out prior to commencement of any new work activity and/or the event. Safe working procedures must be devised for activities that pose a significant risk to health and safety and all such documentation will be posted on the community web site to ensure contractors and other authorised persons can access this information. The specialist health and safety Director will monitor these safe systems of work and will provide advice and organise the training where necessary.

SITE RULES AND REGULATIONS

Prior to arrival on an event site all contractors must inform the event organiser of their estimated time of arrival.

The site speed limit will be walking pass and all vehicles must be escorted by a walking Banksman/steward. Hazard lights will NOT be used when moving around the site.

Parking arrangements will be allocated on arrival only when prior parking information has not been available. There will be no vehicle movement within the event grounds between a stipulated time and the stipulated close of an event, in exception of the allocated times of between 8am and 10am each morning.

WORKING AT HEIGHT

Working at Height is defined as all work undertaken above or below ground at a height where should a person fall there is a risk of them sustaining personal injury.

All work undertaken at height will be appropriately risk assessed, and undertaken with a safe system of work. This will include the use of fall arrest or fall restraint equipment.

Ladders will not be used unless a specific risk assessment is completed for their use and the maximum duration of use will not exceed 30 minutes. All ladders must be footed to ensure stability.

Contractors will be responsible for ensuring their staff have undertaken Working at Height training.

TEMPORARY, PART-TIME AND CASUAL EMPLOYEES

HPSS Limited is committed to affording temporary, part-time and casual employees the same degree of protection as permanent and full-time employees: under Health and Safety legislation they have the same status and, therefore, cannot be treated differently. Assessments, policies and procedures will reflect this.

VOLUNTARY WORKERS

Individuals who become involved in event activities on a voluntary basis are afforded the same rights and protection as employees: assessments/policies and procedures will reflect this.

YOUNG WORKERS/TRAINEES

Specific legislative requirements concerned with the protection of young persons at work impose responsibilities on all contractors to carry out specific risk assessments and to implement safe systems of work which take into account the young persons' lack of experience, lack of awareness of existing risks and immaturity.

Contractors are under the same legal obligation to provide these risk assessments, policies and Safe System of Works.

For persons under 18, such risks will be reported to the parent or guardian, signatures will be required from Parents or guardians in certain cases.

WORKPLACE HEALTH SAFETY AND WELFARE

The Workplace (Health, Safety and Welfare) Regulations aim to ensure that workplaces meet the health, safety and welfare needs of each member of the workforce, which may include people with disabilities. The event organiser undertakes to comply with the provisions of the Regulations.

To this end, an area will be made available for breaks, meal times and drinking water will be supplied (this may be in bottles) at no charge to the company. Sanitary equipment must also be provided in line with the Workplace Health Safety and Welfare regulations.



Company Procedures

Disciplinary Procedure

1 Purpose of the Procedure

The Company's aim is to encourage improvement in individual conduct and performance. This procedure sets out the action which will be taken when Company rules are breached.

2 Principles

If you are subject to disciplinary action:

- The procedure is designed to establish the facts quickly and to deal consistently with disciplinary issues. No disciplinary action will be taken until the matter has been fully investigated;
- At every stage you will be advised of the nature of the complaint, be given the opportunity to state your case, and be represented or accompanied by a fellow employee of your choice;
- You will not be dismissed for a first breach of discipline except in the case of gross misconduct when the penalty will normally be dismissal without notice and without pay in lieu of notice;
- You have a right to appeal against any disciplinary action taken against you;
- The procedure may be implemented at any stage if your alleged misconduct warrants such action.
- If you request it you have the right to be accompanied at a disciplinary hearing by a fellow worker or trade union official.

3 Informal discussions

Before taking formal disciplinary action your supervisor/line manager will make every effort to resolve the matter by informal discussions with you. Only where this fails to bring about the desired improvement should the formal disciplinary procedure be implemented.

4 First Warning

If conduct or performance is unsatisfactory, the employee will be given a written warning or performance note. Such warnings will be recorded, but disregarded after six months of satisfactory service. The employee will also be informed that a final written warning may be considered if there is no sustained satisfactory improvement or change (where the first offence warning before the interview is sufficiently serious, for example because it is having or is likely to have a serious harmful effect on the organisation and the safety of fellow members of staff, it may be justifiable to move directly to a final written warning)

5 Final written Warning

If the offence is serious or there is no improvement in standards, or if a further offence of a similar kind occurs, a final written warning will be given which will include the reason for the warning. A note that if no improvement results within six months, as set out below will be taken.

Dismissal or action short of dismissal

If the conduct or performance has failed to improve the employee may suffer demotion, disciplinary transfer, loss or seniority (as allowed in lieu in the contract) or dismissal.

6 Statutory discipline and dismissal procedure

If an employee faces dismissal – or action short of dismissal such as loss of pay or demotion the minimum statutory procedure will be followed.

This involves:

- Step one: a written note to the employee setting out the allegations and the basis for it.
- Step two: a meeting to consider and discuss the allegation
- Step three: a right of appeal including an appeal meeting

The employee will be reminded of their right to be accompanied.

7 Gross Misconduct

If, after investigation, it is confirmed that an employee has committed an offence of the following nature (the list is not exhaustive), the normal consequence will be dismissal with notice or payment in lieu of notice:

Theft, damage to property, fraud, incapacity for work due to being under the influence of alcohol or illegal/non drugs, physical violence, bullying and gross insubordination, discrimination. Disregard for own or others safety.

While the alleged gross misconduct is being investigated, the employee may be suspended, during which time he or she will be paid their normal pay rate. Any decisions to dismiss will be taken by the employer only after full investigation.

8 Appeals

If you wish to appeal against any disciplinary decision, you must appeal, in writing within five working days of the decision being communicated to you to the Managing Director of the Company. If possible a senior manager who was not involved in the original disciplinary action will hear the appeal and decided the case as impartially as possible.

Grievance Procedure

1 Introduction

It is the Company's policy to ensure that employees with a grievance relating to their employment can use a procedure which can help to resolve grievances as quickly and as fairly as possible.

2 Informal Discussions

If you have a grievance about your employment you should discuss it informally with your line manager. We hope that the majority of concerns will be resolved at this stage.

3 Statutory Grievance Procedure

If you feel that the matter has not been resolved through informal discussions, you should raise it formally with Management. Employees must follow the statutory grievance procedure if they wish to subsequently use the grievance as the basis of certain applications to an employment tribunal. Under the statutory grievance procedure employees must:

Step 1: Inform the employer of their grievance in writing.

Step 2: Be invited by the employer to a meeting to discuss the grievance and notified in writing of the decision. An employee has the right to be accompanied by an employee representative at all grievance meetings.

Step 3: Be given the right to appeal against the decision.

4 Appeals

Appeals must be applied for in writing and should be heard by more senior Managers wherever possible. Where a more senior Manager is not available, a different manager should hear the appeal. Appeals must be heard with three Calendar Months of the application to Appeal letter being received by the Company.

Security Standards & Procedures

1. Offices and Warehouse Unit

Be aware when entering and leaving the offices and warehouse of your own safety the safety of the people with you and the safety of the equipment.

Always ensure that you sign the building attendance record when entering and leaving the building.

Always ensure that if you are the last person out of the building,

- Unnecessary electrical equipment is turned off and the Security alarm is SET do not leave the building unattended without setting the alarm, to do so will lead to disciplinary action.
- Always ensure that the Roller Door is in place and locked
- Always ensure that all locks to gates and Doors are locked.
- Four Security Cameras cover the outside of the premises and these are regularly checked each month by the Warehouse personnel.

If you cannot do this or have a problem with this then telephone your line manager for assistance.

Be Aware of who is around you at all times refer to the Lone worker policy should be on the premises alone.

2. Events

At all times at an event carry the necessary ID Badges, if you have not been issued with this it is your responsibility to obtain it from Event Control. Ensure that you are aware of who is working with you. If you see anyone you are unsure about or who is acting suspiciously in a restricted area report this immediately to the Security on site. If you see anyone without the correct ID in your vicinity report this to site security. When working on an event site remember to maintain a professional attitude with regards to security and safety at all times during your working hours.

If you notice any equipment or packages which look suspicious report these immediately to the security on site.

You are responsible for the equipment at the event. Do not do anything that may invalidate the insurance or make the equipment unuseworthy.

One member of crew must be with the truck at all times during loading and unloading to ensure security of the equipment and vehicle - the insurance is invalid otherwise.

In the venue, the microphone box should be closed when not in use. When leaving the venue secure and hide portable items. Do not leave items out unnecessarily, portable equipment is extremely valuable and attractive to passing temptation.

Always check the equipment back into the truck. Always idiot check the venue for left items, TWICE, check under/behind drapes and dressing rooms. Bring back items left behind by any personnel if they have already left and report this on the event report sheet, or hand this into to site security and lost property on the venue site.

3. Trucks

When leaving a truck unattended, even for the shortest time, do everything possible to secure the vehicle. **Never leave keys in an unattended vehicle** even in petrol stations or while loading, this is considered an action of gross misconduct.

You must:

- Park as safely as possible.
- Back up to a wall if possible.
- Lock all doors.
- Set the alarm.
- Clear cab of all valuables or obvious items. (i.e. Itineraries)
- Whilst the truck is unattended the insurance cover is very limited and failure to set the alarm, or secure the vehicle properly, invalidates the insurance.

Health and Safety Standards/Risk Assessment Procedures

It is important that all persons working on an event site, in the warehouse or in the office are aware of the risks to themselves and others effected by their actions

REMEMBER, AT AN EVENT A SAFETY OFFICER CAN STOP THE SHOW.
If you are working professionally **freelance** you must have your **own** public liability insurance to comply with HPSS Limiteds policy and that of HM Customs and Revenue offices.

The risks can be broken down into six main areas:

1. Electrical
2. Lifting
3. Structural
4. Trip Hazards
5. Venue
6. Noise
7. Injury to the public
8. Driving

This document covers the ways of dealing with each risk i.e. elimination, minimisation and courses of action to take if risks become apparent in a general way each event will have its own written Risk Assesment and Event Management Plan which will list the relevant systems in use at that specific site/venue on that specific

All accidents are avoidable!

1. Electrical

Electric shock due to direct or indirect contact can be fatal but it is also easy to avoid by adopting good working practices.

All **HPSS LIMITED** equipment is subject to regular testing in accordance with the portable appliance guidelines however, engineers must visually check all equipment taking out of commission, and report on the event report sheet, any equipment which becomes damaged or is suspected of having become unsafe.

The equipment used at an event is the engineer's responsibility. The electrical installation in a venue is the house electrician's responsibility;

therefore do not attempt to plug in anything without being instructed to or asking if you are not sure, always act within the limits of your qualifications - YOU ARE NOT AN ELECTRICIAN!

- a) Check the condition and suitability of any leads and connectors you use as you use them, if there is any damage or doubt DO NOT USE.
- b) NEVER REMOVE AN EARTH to eliminate hums. It is better to live with a buzz than die in silence.
- c) Check supplies are adequately protected, RCD's (residual current devices), MCB's (maximum current breakers), and fuses. Be aware of the power consumption of the equipment you are using and use appropriate power leads.
- d) When plugging in equipment do not power up until all connections are made. Then power up in stages turning each item on separately to identify any problem items.
- e) In the event of someone receiving an electric shock do not touch the victim. Remove the source of power if possible. Under no circumstances should you attempt anything unless you are sure you are not endangering yourself and have been trained in the required actions.

Generators

When generators are used additional checks and precautions are required. Never exceed the rated power of a generator, do not allow any one else to connect to any generator without first assessing the total power they may draw and ensuring there is sufficient spare capacity for the load. Always ensure the correct fire extinguishers and number of extinguishers are to hand with the generators and that you are aware of who the person is that is trained to use them if not yourself.

Generators from other suppliers.

- a) Always check that the generator has been earthed, ensure the earth stake is well driven into the ground is adequate for the supply and is firmly connected to the Earth binding post on the generator.
- b) Making sure no equipment is connected to the generator turn it on and turn on the main trip. Meter the supply is it wired correctly (Live, Neutral, Earth)
240v between live and neutral
240v between live and earth
0v between neutral and live

415 v between phases on a 3 phase supply

- c) Turn off the trip then connect our equipment before turning the main generator trip on

HPSS Limited Owned Generators

On small events you may be using **HPSS Limited** generators. Our generators are 2.5 kVA silenced, petrol driven with a 27 litre tank. When full this Generator will run for 10 hours between refills. Always arrive with the generator full.

- a) When using our generators you must also take a dry powder fire extinguisher which has been checked and in date with you.
- b) All checks as above for supplied generators must be carried out.
- c) Under most circumstances no refilling will be required. If refuelling is necessary, then the generator must be switched off and allowed to cool for at least 30 minutes before refilling, taking care not to spill any fuel, in the event that fuel is spilt, all spillages must be mopped up, never start a generator if there is any fuel leakage or fuel on the outside of the equipment.
- d) All fuel must be kept in the appropriate closed containers (purpose made petrol containers) and away from public areas. If possible lock spare fuel away.
- e) Never smoke any where near generators or fuel containers.
- f) Be aware that petrol vapour is far more flammable than liquid petrol, and any undue smell of petrol indicates the presence of petrol vapours.
- g) Never operate a generator indoors or any confined space. Or near any combustible material.
- h) Never use a generator in the back of a van, always ensure the generator has been switched off and the van has been well ventilated in both the back and front before entering the vehicle with a Generator.
- i) Carbon monoxide is odourless tasteless and lethal. If you experience undue drowsiness near a generator or in any vehicle that is carrying a generator, then stop immediately open all doors and leave the vehicle for at least 15 minutes to allow the air to change.

Most of all use your common sense –

IF IN ANY DOUBT ASK, DO NOT TAKE A RISK.

2. Lifting and Manual Handling

Probably the most common injuries suffered by technicians are caused by incorrect lifting techniques. Always remember that equipment can be replaced - you or your fingers cannot.

Always attend a Tool Box Talk and training session before undertaking any lifting/manual handling operations at work.

- a) Before attempting a lift always assess the weight of the object you are about to lift. Do not be fooled by its size, and bare in mind how tired you are. If you feel it is too heavy then get help. There are no macho people in this industry because they have all retired due to injury.
- b) Make sure you use your legs not your back. Carry heavy objects close to the body.
- c) Make sure you know where the object is going before you pick it up.
- d) When lifting with others agree a method before starting, make sure you don't fight each other and count into the lift.
- e) Never carry anything any further than is absolutely necessary. That's what wheels are for.
- f) When lifting down remember gravity does the work, all you do is control the objects descent.
- g) Attempting a lift with too many people can make the lift more difficult if space and handholds are limited.
- h) If something is dropped do not try to catch it -

GET OUT OF THE WAY!

- i) Watch the manual handling awareness video provided.
- j) Remember, lifting properly uses less energy and is less tiring. Use your common sense and if you are not sure then do not do it. Do not be afraid to shout "stop" and put something down if you are loosing your grip whilst always co-operating with those lifting with you.

Be aware that the local crew may not be experienced, and need special supervision. They are unfamiliar with the equipment and do not know how it will behave. Beware of bravado and showing off, and do not be afraid to speak up if you consider local crew to be a danger to themselves or

others. It is better though, to assess each local crew member, and give them a task commensurate with their skill, strength and attitude, even if it's sending them away to make tea!

3. **Structural**

- a) Do not stack things unnecessarily. Not only are you making more work for yourself, and lifting unnecessarily, you are also causing a hazard.
- b) When stacking items ensure that the surface onto which they are to be stacked is level, stable and strong enough.
- c) Always use safe lifting techniques.
- d) Once items have been stacked, assess their stability. If you are in any doubt insist on the use of load straps – if you don't the site Safety Officer/Health and Safety Officer will!
- e) Use harnesses when working off the ground.
- f) When flying objects e.g. truss, multicores, always ensure that the flying points are strong enough to hold the load.
- g) Avoid flying objects in a position where people can bang their heads or tamper with the equipment.
- h) Always use safety chains/slings and always check their capabilities and maintenance record.
- i) When working overhead ensure that there is no one below.
- j) When an item is being lowered or is falling always call "**Below**" to warn other crew. If you hear the call "**Below**" do not look up - duck!
- k) If an item is falling do not attempt to catch it.
- l) Beware when leaving wheeled items on stage. Make sure they are not going to roll off the stage especially if it is racked.

Use your common sense - if something looks unstable or insecure, it probably is.

4. Trip Hazards

Trip hazards are anything that may cause someone to fall, slip or fall off something. This is one area where minimizing the risk is the key. ALL OBJECTS ARE A TRIP HAZARD especially in low or flashing light conditions, including stairs; YOU are a trip hazard to others!

- a) Be tidy. Put out of the way all objects that are not in use, cases not yet needed, cases finished with.
- b) Ensure butterfly catches are not left protruding.
- c) Be tidy with cabling, try to avoid running cables where people will walk, run cables together where possible.
- d) Tape down with visible tape (e.g. white) any cables where people can walk.
- e) Be aware of the front of the stage, mark it with visible tape and don't go too close.
- f) Don't climb or jump when stairs are available.
- g) Marking of all hazards is especially important when light levels are low. Mark safe walkways if necessary and make others aware of them.
- h) Light hazards if possible.
- i) Mop up spillages as soon as they occur.

Use your common sense. If you have to step over something ask yourself "does it have to be there?" - if not, then put it out of the way.

5. Venue

Different venues have different safety policies; make yourself aware of the venue specific risks and policies before arrival on site. Remember, the venue's staffs know the risks in their venue and the evacuation procedures. They are in charge in their venue, however this does not take the responsibility for safe working from you.

- a) Make yourself aware of emergency exits.
- b) Never obstruct exits or walkways.
- c) Always observe house rules e.g. no smoking.
- d) Always adhere to any safety restrictions or practices imposed by the house.
- e) Never operate house equipment e.g. hoists and winches, unless you have asked, most venues insurance only allows their trained staff to do this.
- f) Do not expect house crews to help move your equipment unless this is arranged in advance, they may not be insured to do so.
- g) Know where the fire extinguishers are and what the different types are for;
 - CO2 for electrical fires not paper
 - Dry powder for electrical and fuel fires
 - Water for paper not electricalIf you are not trained to use these then Don't
- h) Refer to the Lone worker Policy and Procedures documents if you are working on your own in an area.

6. Noise

There are strict guidelines regarding noise at work and levels and length of exposure. See below. Earplugs are available for staff and visitors from the office. In general if you have to shout to be heard by someone 2 metres away then ear protection must be worn.

The maximum sound pressure levels you should expose yourself to are summarised as follows:

Over an 8 hour period levels in excess of 85 dB (A) are considered harmful. For each time you add 3 dB you halve the time period.

- 8 Hours exposure 80 dB (A)
- 4 Hours exposure 85 dB (A)
- 2 Hours exposure 91 dB (A)
- 1 Hour exposure 94 dB (A)

If you believe that sound pressure levels you are experiencing are in excess of these guidelines, you should use earplugs or ear-defenders as appropriate.

Should you feel uncomfortable with sound pressure levels you are experiencing, even though a meter may show the guidelines are not being exceeded, you should use the earplugs provided.

Remember if you want to be a sound engineer your hearing is vital do not risk damaging it, use the PPE provided or acquire your personal moulded ear-defenders.

Also take into account the hearing of people attending the events you are working on. It is your responsibility to ensure that **HPSS LIMITED** equipment does not damage the hearing of others. Remember the inverse square law readings at the desk will be much lower than the level near to the speakers, always refer to the levels held with the Event Management plan

If you think other people are at risk, take measurement where they are, then inform them of the dangers and/or reduce levels accordingly.

7. Injury to the public

Apart from the areas dealt with above there are specific risks to the public that must be addressed.

If the venue has public access during the build and de rig then special care must be taken to keep the public away from the build area, barriering off the area with hazard tape, and ensure the public are kept away from the work area. All flight cases in a public area should be moved with extreme care. Consider waiting until the public leave or working two people to every flight case so both ends can be supervised.

Under no circumstances should the public be allowed on to the stage unless specifically arranged and always under supervision. Never allow the public or artists to climb on equipment, inform the promoter if you feel the provided barriers/security arrangements are not sufficient for the type of event.

Refer to the Event Management Plan for the specific event and the Risk Assessments and Safe system of Work referring to the specific equipment being used.

8. Driver's Responsibilities

As a driver of large good vehicles you must be aware of your responsibilities.

The basis of this is the daily checks routine and reporting any defects on the vehicle defect report sheets as soon as any are identified.

There should be a supply of vehicle defect report sheets kept in the vehicle. (Red Folder) If there is not, it is the driver's responsibility to collect more from the office and put them in the cab.

A daily walk round check must be undertaken every time a vehicle is used.

Drivers must check: Oil and coolant levels, fuel/oil leaks, Tyre and wheel fixings, tyre pressure/condition, spray suppression, steering, lights, indicators, reflectors and markers, wipers, washers and horn, wings, mirrors body parts. Load must be secure and weight distributed evenly.

Any defects found must be noted on the vehicle defect report sheet.

It is the driver's responsibility to pass the vehicle defect report sheet to the transport/Project manager at the EARLIEST opportunity. If you cannot pass it on directly, display it prominently in the office.

We operate under a restricted 'Goods Vehicle Operators Licence'. Tacographs are not always needed within 50 miles of Hull if you are carrying equipment for the drivers use in the course of his work, although driver's hours must always be observed, if in doubt use a tacograph or ask the Project Manager/Administrator in the office before setting off.

Any journey taking a large goods vehicle over 50 miles from Hull must use a taco graph chart. All sections must be filled in correctly and the taco operated correctly recording rest periods and other work and drivers hours observed. Charts should be kept in the vehicle for 7 days and then returned to the project manager/Administrator. Do not leave charts in the taco graph when you return a vehicle, remove them and fill in the end mileage and trip distance. Do not leave charts in hire vehicles when returning them to the hire centre.

If you find you are getting too tired to drive then stop, no show is worth dying for, or causing a major accident. Remember if you fall asleep at the wheel and cause an accident that results in a fatality you could be charged with manslaughter, which on conviction carries a custodial sentence, and at very least will result in a large fine and loss of your driving licence.

Do not continue driving until you are sure you are fit to do so. If necessary, book yourself into a hotel and sleep.

Falsifying Taco graph charts and other driver's records is illegal.

Closing notes

You are responsible for your safety and that of those working with you and effected by your work. Always assume your line Manager and the Safety Officer will inspect your work and working practices because they will.

Safety Officers and venue staff can stop the show on safety grounds. Remember they do not WANT to do this.

Most situations can be resolved with civility, resourcefulness and co-operation.

Professional Standards

Remember we offer a PROFESSIONAL service and at all time you must act in the correct and professional manner.

This is a service industry. You are providing a service to promoters, artists and the audience. They are **all** customers and must be treated as such.

1. Time keeping

Never be late for a get in. 95% of the time be at least 15 minutes early for a get in.

2. System Prep

It is your responsibility to take the right equipment and to make sure it all comes back.

Always check the equipment out of the unit. As you load, check you have everything you need. If the rig has been prepped for you, remember that others may have other ideas of how it should be done. Double Check

If prepping a system yourself:

- a) Always count out the cables including spares.
- b) Always count out microphones, stands and clips required including spares.
- c) Always ensure equipment is racked properly, using all fixing points.

3. Job Planning

It is your responsibility to ensure you have the right information before you leave for the Event/show. This might involve calling artists or promoters to get technical requirements etc. Always take equipment as specified unless variations are agreed in advance.

***It is your responsibility to take the right paper work with you.
Always take:***

Gig details.

- a) Band planner sheets.
- b) Desk marking sheets.
- c) Business cards/company info packs.
- d) Fault report sheets/event report sheet.
- e) Event Management Plan and Site Safety Information
- f) Electronic access to Health and Safety documentation and SSOW

Always use HPSS band planner sheets to organise mics/channels.

4. Line checking

Always line-check the relevant channels. Listen for noise and one legged leads.

5. Finishing the job

*Always check all speakers at the end of the show and clearly mark faulty items with tape and pen. Report all faults on the fault report sheet and return it to the unit. You must always ensure that all equipment is removed from the venue and returned to **HPSS Limited** storage. Always count microphones and leads back into their boxes. Always complete the event report sheet and return it to the unit.*

6. Crewing

This varies from job to job dependent on the clients requests, ensure that you know who is travelling/working with you and what there role is at the event. For further information such as who is dealing with First Aid or security refer to the specific Event management Plan and contact sheet for the event. Do Not travel to an event without ensuring you have this information.

Liability Insurance Confirmation

Hale Kavanagh Insurance Brokers Ltd, 5 Lisbon Square, Lisbon Street, Leeds, West Yorkshire, LS1 4LY
Tel 0113 244 2288 Fax 0113 244 2299 E-Mail simon@hkib.co.uk

Policyholder : Raise The Roof Ltd

Address : 29 Park Crescent, Bradford, West Yorkshire, BD3 0JZ

Employers Liability

Insurance Company	Zurich Insurance plc
Policy Number	AE183943/3
Expiry Date	3rd October 2016
Limit of Indemnity	£10,000,000
Policy Excess	£ Nil

Public & Products Liability

Insurance Company	Zurich Insurance plc
Policy Number	AE183943/3
Expiry Date	3rd October 2016
Limit of Indemnity	£5,000,000
Policy Excess	£ 250

We confirm that we are the insurance brokers for the above named client and that the above information is correct at the time of printing. Alterations may be made during the period of cover. Any expiry date shown represents the normal expiry date of the policy. In some circumstances, such as non-payment of premiums due, cancellation could occur before this date. We should be pleased to confirm the current position, upon request.

Signed (on behalf of Hale Kavanagh Insurance Brokers Ltd):
October 2015

Date: 2nd

HALE KAVANAGH

Hale Kavanagh Insurance Brokers Ltd are authorised and regulated by the Financial Conduct Authority (FCA). Reg. No. 520949. These details can be verified on their website www.fca.gov.uk

COMBINED LIABILITY INSURANCE COVER NOTE

Insured: HPSS Limited & HPSS Group Limited

Insurer: Zurich Insurance plc

Policy Number: ZF105841/0610V5

Period: 28th February 2016 to 27th February 2017

Business Description: Hire of Stage, Sound & Lighting Equipment, and Event Production Company

Employers' Liability: To indemnify you in respect of all sums you shall become legally liable to pay as compensation arising from accidental death or bodily injury sustained by your employees whilst working on your behalf.

Limit of Indemnity £10,000,000

Public/Products Liability: To indemnify you in respect of all sums you shall become legally liable to pay as compensation arising from accidental death bodily injury disease to third parties or accidental loss or damage to third party property not in your custody or control and arising out of your business.

Limits of Indemnity

Public Liability: £5,000,000 any one accident/unlimited

Products Liability: £5,000,000 one accident/in all

Territorial Area: Worldwide (Area 3)

Excess Applicable: £250 for third party property damage

Sections Covered:

Employers Liability	Yes
Public/Products Liability	Yes

The information provided is based on the insurance arrangements at the time of writing. Alterations may be made during the period of cover. Any expiry date shown represents the normal expiry date of the policy. In some circumstances, such as in the event of non-payment of premiums due, cancellation could occur before the normal expiry date. We should be pleased to confirm the current position upon request.

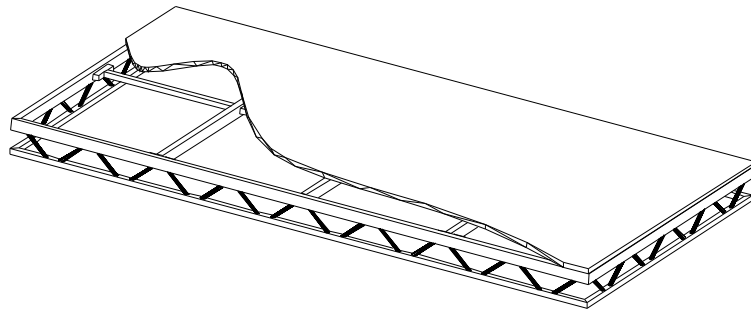
Full policy wording available on request

Integro Insurance Brokers Ltd

7 Blue Barns Business Park
Old Ipswich Road Ardleigh
Colchester
Essex CO7 7FX
☎ 01206 500 000
☎ 01206 752 216
✉ colinsurance@integrogroup.com
🌐 www.acjltd.co.uk



ALAN WHITE DESIGN




LITESTRUCTURES LTD LITEDECK

5kN/m² CALCS

Alan N White B.Sc., M.Eng., C.Eng., M.I.C.E., M.I.H.T.

Sept 2004

Woodside House
20/21 Woodside Place
GLASGOW G3 7QF
Tel:0141 303 7019
Fax:0141 332 4927

CALCULATION SHEET	Project : Litedeck		
	Element : Brief and Layout		
	Job Number : H0118	By : anw	Date: Sept 04
	Document No : 001	Checked :	Date:

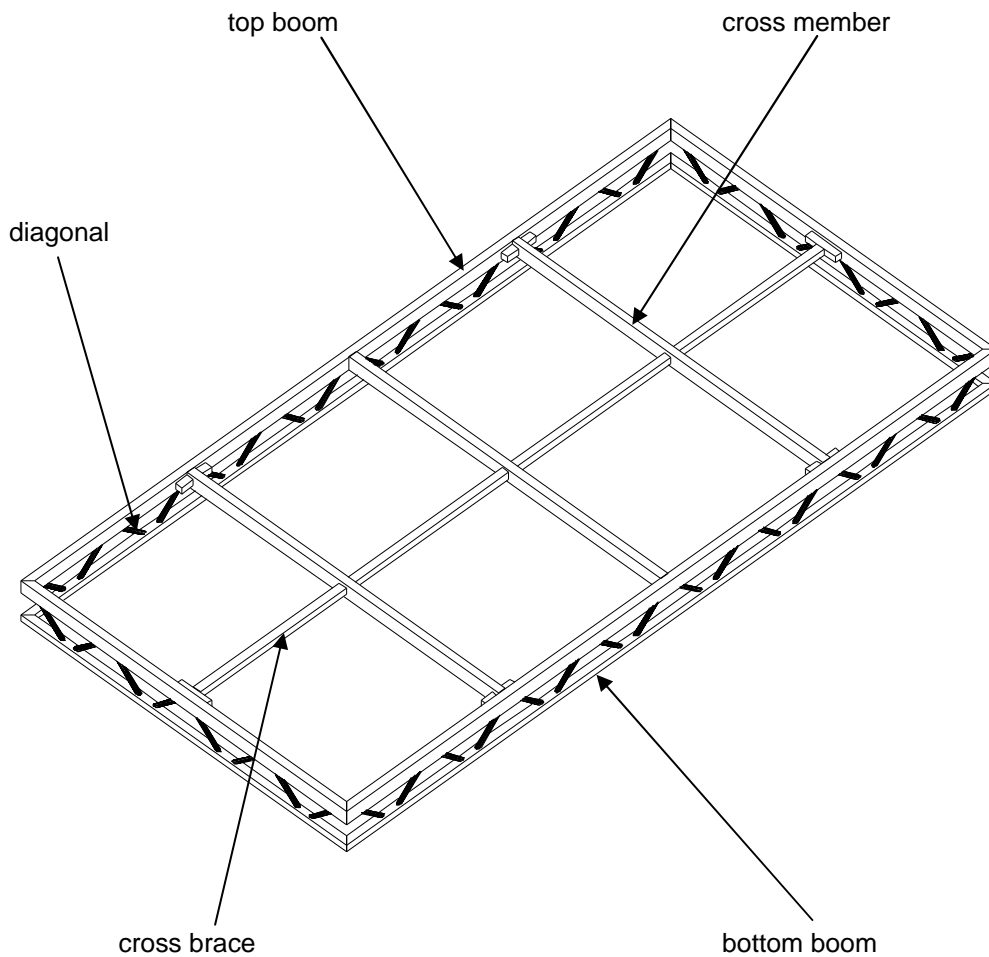
Brief


To carry out design check of LiteStructures stage deck unit to check capacity for carrying loading as described in Temporary Demountable structures and as specified by client.

drawings supplied were

- PD00724 Handrail 8' stage unit
- PD04298 Corner extrusion
- D84T PD04557B 8' by 4' deck
- PD04559 Litedeck connection
- PD04560 Lock Pocket

Layout



CALCULATION SHEET	Project : Litedeck			
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	Document No : 001	Checked :	Date:	

Loading

From Temporary Demountable Structures Guide, the max static load to be resisted is 5kN/m², plus a simultaneous 5% horizontal notional load

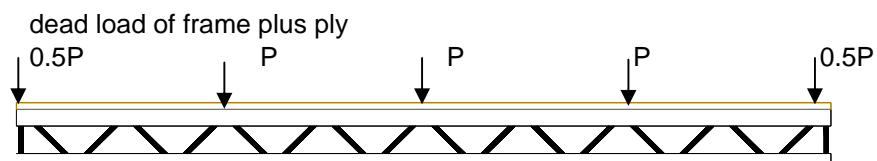
In addition the floor must be capable of supporting a 3.6kN load over an area of 50 by 50mm, with a limiting deflection of 10mm at edge

so $w_L = 5 \text{ kN/m}^2$

from ply $w_D = 0.12 \text{ kN/m}^2$

design UDL = **5.12 kN/m²**

Load case 1

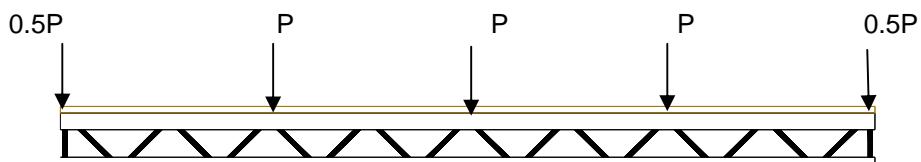


$$\begin{aligned}
 P &= w_D * 1.2/2 * 0.6 + 0.01 \\
 &= 0.12 * 1.2/2 * 0.6 + 0.01 \\
 &= \mathbf{0.05 \text{ kN}}
 \end{aligned}$$

STRAP calculates frame self weight

Load case 2

Live load UDL
on edge frame
live load is transferred by cross members



$$\begin{aligned}
 P &= 0.6 * 1.2/2 * 5 \\
 &= \mathbf{1.80 \text{ kN}}
 \end{aligned}$$

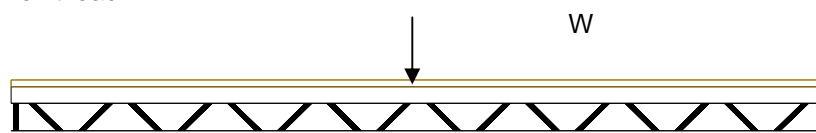
total load is $P_{tot} = 7.2 \text{ kN}$

so horizontal load is $H = 0.05 * 7.2 = 0.36 \text{ kN}$


assume this is carried by top boom only and added in after analysis

Load case 2

Point load

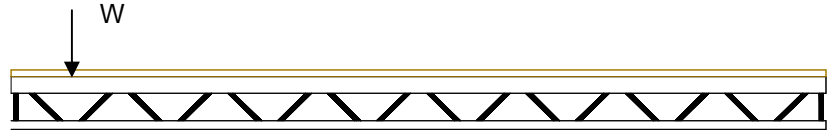


$W = 3.60 \text{ kN}$

CALCULATION SHEET	Project : Litedeck			
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Load case 3

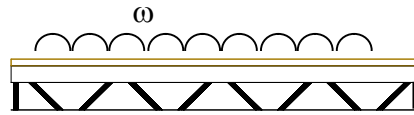
Point load at end



W= 3.60 kN

Load case 4

end frame



w= 5.12*0.3
= 1.54 kN/m

The results for all the members in this load case were less than the above cases and this load case is not critical.

Combinations

The results are combined with dead and live load factors

$\gamma_D = 1.20$

$\gamma_L = 1.33$


combined as follows

- Comb 1 1.2Self +1.33 UDL
- Comb 2 1.2Self + 1.33 point at middle
- Comb 3 1.2Self + 1.33 point at end

Design check parameters

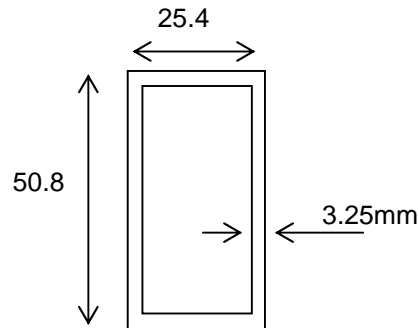
Design to BS 8118 Structural use of aluminium
BS 5268 Structural use of timber
IStructE Temporary demountable structures

Alloy used is 6082 T6 throughout

CALCULATION SHEET	Project : Litedeck			
	Element : Section Properties			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Top boom

Section is 2 by 1 by 10swg



$A = 453 \text{ mm}^2$
 $I = 140560 \text{ mm}^4$
 $S = 7114 \text{ mm}^3$
 $r_y = 10 \text{ mm}$
 $Z_y = 1750 \text{ mm}^3$

for HAZ section

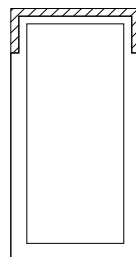
$k_z = 0.5$

lesser of


$z_0 = 20 + t_a/3$ $t_a = 3.15 \text{ mm}$
 $= 20 + 3.15/3$
 $= 21 \text{ mm}$
 or $= 3t_b^2/t_a$ $t_b = 3.15 \text{ mm}$
 $= 3 \cdot 3.15$
 $= 9.45 \text{ mm}$

Table 4.6

$\alpha = 1.50$
 $\eta = 1$
 $z = z_0 \alpha \eta$
 $= 9.45 \cdot 1.5 \cdot 1$
 $= 14.18 \text{ mm}$

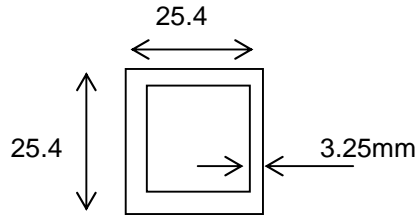


$A_e = 388 \text{ mm}^2$
 $I = 100044 \text{ mm}^4$
 $Z = 3621 \text{ mm}^3$
 $S_e = 4,526$
 $r_y = 10 \text{ mm}$

CALCULATION SHEET	Project : Litedeck			
	Element : Section Properties			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

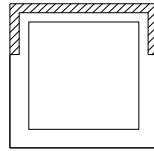
Bottom Boom

Section is 1 by 1 by 10swg



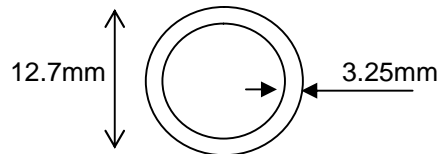
A= 288 mm²
 I= 24053 mm⁴
 S= 2409 mm³
 ry= 9 mm

For HAZ section



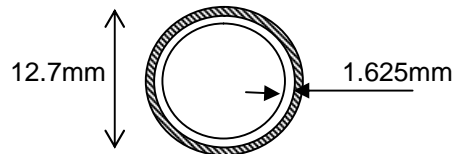
A= 223.00 mm²
 I= 14792 mm⁴
 Z= 1,051 mm³
 Se= 1,314 mm³
 rx= 8.15 mm

Diagonal




A= 96 mm²
 I= 1204 mm⁴
 S= 256 mm³
 ry= 3.53 mm

For HAZ section



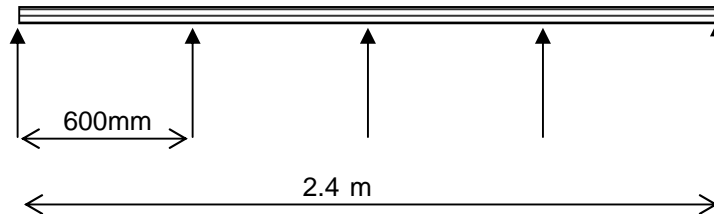
A= 40 mm²
 I= 319 mm⁴
 S= 91 mm³
 ry= 2.83 mm

CALCULATION SHEET	Project : Litedeck			
	Element : Ply			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Layout

The ply sheet deck is an exterior birch ply, 19mm thick
It is supported on cross beams at approx 600mm centres

Service class of ply is class2



Properties

For exterior grade birch ply from BS5268

bending $\sigma_b = 7.4 \text{ N/mm}^2$

for service class 2 conditions and assuming medium term loading

$$\begin{aligned}
 \sigma_b &= K_{36} * 7.4 & K_{36} &= 1.33 \text{ table 33} \\
 &= 1.33 * 7.4 \\
 &= \mathbf{9.84 \text{ N/mm}^2}
 \end{aligned}$$

For exterior grade birch ply from BS5268

axial minimum $\sigma_a = 3.18 \text{ N/mm}^2$

for service class 2 conditions , ie high moisture content


$$\begin{aligned}
 \text{axial } \sigma_a &= K_{36} * 3.18 & K_{36} &= 1.33 \text{ table 33} \\
 &= 1.33 * 3.18 \\
 &= \mathbf{4.23 \text{ N/mm}^2}
 \end{aligned}$$

For exterior grade birch ply from BS5268

shear $\sigma_v = 0.61 \text{ N/mm}^2$

for service class 2 conditions , ie high moisture content

$$\begin{aligned}
 \sigma_a &= K_{36} * 0.61 & K_{36} &= 1.33 \text{ table 33} \\
 &= 1.33 * 0.61 \\
 &= \mathbf{0.81 \text{ N/mm}^2}
 \end{aligned}$$

CALCULATION SHEET	Project : Litedeck			
	Element : Ply			
	Job Number : H0118	By : anw	Date: Sept 04	
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Moment

for continuous beam over supports as shown above

$$\begin{aligned}
 M_{\max} &= 0.107WL & W &= wL \\
 & & &= 5.12 \times 0.6 \\
 & & &= 3.07 \text{ kN} \\
 &= 0.107 \times 3.07 \times 0.6 \\
 &= 0.20 \text{ kNm}
 \end{aligned}$$

from BS5268 $Z = 57.7 \text{ cm}^3$ for 1m width

and from above

$$\sigma_b = 9.84 \text{ N/mm}^2$$

for 1m width

$$\begin{aligned}
 \text{so } M_r &= \sigma_b Z \\
 &= 9.84 \times 57.7 / 10^3 \\
 &= \mathbf{0.57 \text{ kNm}} \\
 &> \mathbf{0.20} && \mathbf{ok}
 \end{aligned}$$

Axial - tension

from nominal load

$$\begin{aligned}
 P &= 5\% \text{ of } W \\
 &= 0.05 \times 3.07 \\
 &= 0.15 \text{ kN}
 \end{aligned}$$

from BS5268 $A = 18600 \text{ mm}^2$

and from above

$$\sigma_a = 4.23 \text{ N/mm}^2$$

$$\begin{aligned}
 P_t &= \sigma_a A \\
 &= 4.23 \times 18600 / 10^3 \\
 &= \mathbf{78.68 \text{ kN}} \\
 &> \mathbf{0.15} && \mathbf{ok}
 \end{aligned}$$

Combined

$$\begin{aligned}
 P/P_t + M/M_r &= 0.15/78.7 + 0.2/0.57 \\
 &= \mathbf{0.35} \\
 &< \mathbf{1.00} && \mathbf{ok}
 \end{aligned}$$

Shear

from nominal load


$$\begin{aligned}
 V &= W/2 \\
 &= 0.5 \times 3.07 \\
 &= 1.54 \text{ kN}
 \end{aligned}$$

from BS5268 $A = 18600 \text{ mm}^2$

and from above

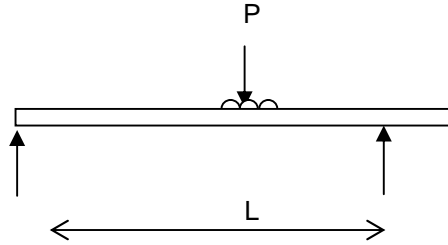
$$\sigma_v = 0.81 \text{ N/mm}^2$$

$$\begin{aligned}
 P_v &= \sigma_v A \\
 &= 0.81 \times 18600 / 10^3 \\
 &= \mathbf{15.07 \text{ kN}} \\
 &> \mathbf{1.54} && \mathbf{ok}
 \end{aligned}$$

CALCULATION SHEET	Project : Litedeck			
	Element : Ply			
	Job Number : H0118	By : anw	Date: Sept 04	
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Point load

for design of point load in external span of continuous sheet



for live load

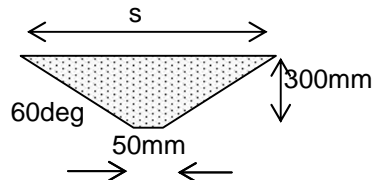
Point load P= 3.6 kN on 50 by 50 mm sq

from STRAP analysis of continuous beam external panel

M= 0.43 kNm

and for internal M= 0.36 kNm

width resisting this moment is based on 60° spread because of plies.



$$\begin{aligned} \text{so } s &= 50 + 2 \cdot 300 \tan 60 \\ &= 1.09 \text{ m} \end{aligned}$$

for 1m width as before Mr= **0.57 kNm**

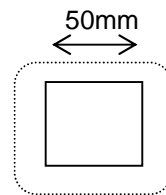
so for 1.09m width Mr= **0.62**

> **0.43** **ok**

check for punching

perimeter is

$$\begin{aligned} p &= 4 \cdot (1.5 \cdot 19 + 50 + 1.5 \cdot 19) \\ &= 428 \text{ mm} \end{aligned}$$




$$\begin{aligned} \text{so Area is } A_v &= p \cdot d \\ &= 428 \cdot 19 \\ &= 8,132 \text{ mm}^2 \end{aligned}$$

from before shear stress is

$$\sigma_v = 0.81 \text{ N/mm}^2$$

$$\begin{aligned} P_v &= \sigma_v \cdot A \\ &= 0.81 \cdot 8132 / 1E3 \\ &= \mathbf{6.59 \text{ kN}} \\ &> \mathbf{3.60} \end{aligned}$$

ok

CALCULATION SHEET	Project : Litedeck			
	Element : Ply			
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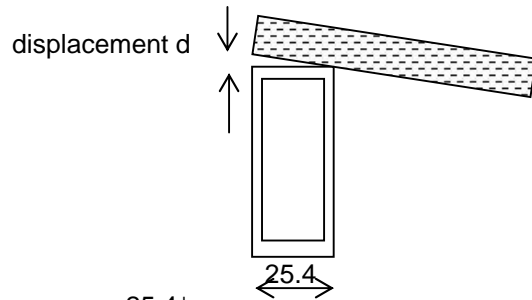
check for bearing

$$\begin{aligned}
 \text{applied stress is } f &= W/A \\
 &= 3.6E3/(50*50) \\
 &= 1.44 \text{ N/mm}^2
 \end{aligned}$$


$$\begin{aligned}
 \text{bearing stress is } \sigma_{br} &= K_{36} * 2.67 && K_{36} = 1.33 \text{ table 33} \\
 &= 1.33 * 2.67 \\
 &= \mathbf{3.55 \text{ N/mm}^2} \\
 &> \mathbf{1.44} && \mathbf{ok}
 \end{aligned}$$

check for rotation at support and max displacement of 10mm from STRAP

$$\text{rotation at support is } \phi = 0.02400 \text{ radians}$$



$$\begin{aligned}
 \text{displacement } d &= 25.4\phi \\
 &= 25.4 * 0.024 \\
 &= \mathbf{0.61 \text{ mm}} \\
 &< \mathbf{10.00} && \mathbf{ok}
 \end{aligned}$$

CALCULATION SHEET	Project : Litedeck			
	Element : Top Boom 25.4 by 50.8			
	Job Number : H0118	By : anw	Date: Sept 04	
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Results

From STRAP analysis

		5kN/m2 UDL	3.6kN point	3.6kN at end
Mmax	M=	0.22	0.27	0.37
with max compn	P=	22.91	22.05	
Max shear	V=	4.29	2.91	

Note : notional horiz force of 0.36kN to be added in either direction

Classification

4.3.1

$$\begin{aligned} \beta &= b/t \\ &= (25.4 - 2 \times 3.25) / 3.25 \\ &= 5.82 \\ \beta &= 0.35d/t \\ &= 0.35 \times (50.8 - 2 \times 3.25) / 3.25 \\ &= 4.77 \end{aligned}$$

$$\begin{aligned} \epsilon &= (250/p_0)^{0.5} \\ &= (250/255)^{0.5} \\ &= 0.99 \end{aligned}$$

$$\begin{aligned} \beta_1 &= 15\epsilon \\ &= 15 \times 0.99 \\ &= 14.85 \\ &> 5.82 \end{aligned}$$

for shear

$$\begin{aligned} d/t &= (50.8 - 2 \times 3.25) / 3.25 \\ &= 13.63 \\ &> 49\epsilon \end{aligned}$$


Section is compact

Bending capacity

M=	0.37 kNm	
4.5.2.2 and 4.5.6.8	M _{rs} =	$p_o S_n / \gamma_m$ $= 255 \times 7.11 / 1200$ $=$ 1.51 kNm $>$ 0.37
		$p_o = 255 \text{ N/mm}^2$ $S_n = 7.114 \text{ cm}^3$ $\gamma_m = 1.2$ ok

Shear

V=	4.29 kN	
4.5.3.2 allowing for HAZ	V _{rs} =	$p_v A_v / \gamma_m$ $= 155 \times 235 / 1200$ $=$ 30.35 kN $>$ 4.29
		$p_v = 155 \text{ N/mm}^2$ $A_v = N(0.8Dt - (1-k)dzt)$ $= 235 \text{ mm}^2$ $\gamma_m = 1.2$ ok

CALCULATION SHEET	Project : Litedeck			
	Element : Top Boom 25.4 by 50.8			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Lateral Torsional Buckling

allowing for softening

$$M = 0.37 \text{ kNm}$$

$$\begin{aligned}
 M_{rs} &= p_o S_e / \gamma_m & p_o &= 255 \text{ N/mm}^2 \\
 & & S_e &= 4.53 \text{ cm}^3 \\
 & & \gamma_m &= 1.2 \\
 &= 255 * 4.53 / 1200 \\
 &= 0.96 \text{ kNm}
 \end{aligned}$$

$$\begin{aligned}
 \text{so } p_1 &= \gamma_m M_{rs} / S_n & \gamma_m &= 1.2 \\
 & & S_n &= 7.114 \text{ cm}^3 \\
 &= 1.2 * 0.96 \text{ E}3 / 7.114 \\
 &= 161.93 \text{ N/mm}^2
 \end{aligned}$$

for slenderness


$$\begin{aligned}
 L_e &= 0.85L \\
 &= 0.85 * 600 \\
 &= 510 \text{ mm} \\
 r_y &= 10 \text{ mm}
 \end{aligned}$$

$$\begin{aligned}
 \text{so } \lambda &= L_e / r_y \\
 &= 510 / 10 \\
 &= 51.00
 \end{aligned}$$

table 4.9

$$p_s = 142 \text{ N/mm}^2$$

$$\begin{aligned}
 \text{so } M_{rx} &= p_s S_n / \gamma_m & p_s &= 142 \text{ N/mm}^2 \\
 & & S_n &= 7.11 \text{ cm}^3 \\
 & & \gamma_m &= 1.2 \\
 &= 142 * 7.11 / 1200 \\
 &= \mathbf{0.84 \text{ kNm}} \\
 &> \mathbf{0.37} & & \mathbf{ok}
 \end{aligned}$$

CALCULATION SHEET	Project : Litedeck			
	Element : Top Boom 25.4 by 50.8			
	Job Number : H0118	By : anw	Date: Sept 04	
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Compression

Result from analysis gives max as
 $P = 22.91 \text{ kN}$

adding to this the notional horizontal force of 5% of applied load that is 0.36kN applied parallel to frame and factored by 1.33 for live load
then $P = 22.91 + 0.36 * 1.33$
 $= 23.39 \text{ kN}$

4.7 $P_r = psA / \gamma_m$

for 0.6m bracing
 $L = 600.00 \text{ m}$
 $r = 10 \text{ mm}$
 $\lambda = KL/r = 0.7 * 600 / 10 = 42.00$ $K = 0.7$

$p_1 = p_o * A_e / A$ $p_o = 255 \text{ N/mm}^2$
 $A_e = 388 \text{ mm}^2$
 $A = 453 \text{ mm}^2$
 $= 255 * 388 / 453$
 $= 218.41 \text{ N/mm}^2$


Fig 4.10b gives $p_s = 160.00 \text{ N/mm}^2$ $A = 453 \text{ mm}^2$
 $\gamma_m = 1.2$

$P_r = 160 * 453 / 1200$
 $= 60.40 \text{ kN}$
 $> 23.39 \text{ ok}$

Combined

check for worst moment and axial combination
general check $P / P_r + M / M_r = 23.39 / 60.4 + 0.27 / 1.51$
 $= 0.57$
 $< 1.00 \text{ ok}$

buckling
 $P / P_r + M / M_x + PM / (2P_r M_x) = 23.39 / 60.4 + 0.27 / 0.84 + 23.39 * 0.27 / (2 * 60.4 * 0.84)$
 $= 0.77$
 $< 1 \text{ ok}$

CALCULATION SHEET	Project : Litedeck			
	Element : Top Boom 25.4 by 50.8			
	Job Number : H0118	By : anw	Date: Sept 04	
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Minor axis bending


If notional force was applied in other direction

$$\begin{aligned} \text{then } M &= \gamma WL/8 & \gamma &= 1.33 \text{ FOS} \\ & & W &= 0.36 \text{ kN} \\ & & L &= 0.6 \text{ m} \\ &= 1.33 * 0.36 * 0.6 / 8 \\ &= \mathbf{0.04 \text{ kNm}} \end{aligned}$$

$$\begin{aligned} M_{ry} &= p_o Z_y / \gamma_m & p_o &= 255 \text{ N/mm}^2 \\ & & Z_y &= 1.75 \text{ cm}^3 \\ & & \gamma_m &= 1.2 \\ &= 255 * 1.75 / 1200 \\ &= \mathbf{0.37 \text{ kNm}} \\ &> \mathbf{0.04} & & \mathbf{ok} \end{aligned}$$

check for biaxial bending

$$\begin{aligned} P/P_r + M/M_r + M_y/M_{ry} &= 22.91/60.4 + 0.27/1.51 + 0.04/0.37 \\ &= \mathbf{0.67} \\ &< \mathbf{1.00} & & \mathbf{ok} \end{aligned}$$

CALCULATION SHEET	Project : Litedeck			
	Element : Bottom boom 25.4 by 25.4			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Results

	From STRAP analysis		5kN/m2 UDL	3.6kN point
Mmax	M=	0.10		0.07
with max tension	P=	22.91		22.05
Max shear	V=	3.89		2.50

Classification

4.3.1

$$\beta = b/t$$

$$= (25.4 - 2 \times 3.25) / 3.25$$

$$= 5.82$$

$$\beta = 0.35d/t$$

$$= 0.35 \times (25.4 - 2 \times 3.25) / 3.25$$

$$= 2.04$$

$$\epsilon = (250/p_0)^{0.5}$$

$$= (250/255)^{0.5}$$

$$= 0.99$$

$$\beta_1 = 15\epsilon$$

$$= 15 \times 0.99$$

$$= 14.85$$

$$> 5.82$$

for shear

$$d/t = (25.4 - 2 \times 3.25) / 3.25$$

$$= 13.63$$

$$> 49\epsilon$$

Section is compact

Bending capacity

4.5.2.2 and 4.5.6.8

$$M = 0.10 \text{ kNm}$$

$$M_{rs} = p_0 S_n / \gamma_m$$

$$= 255 \times 2.41 / 1200$$

$$= 0.51 \text{ kNm}$$

$$> 0.10 \quad \text{ok}$$

$p_0 = 255 \text{ N/mm}^2$
 $S_n = 2.41 \text{ cm}^3$
 $\gamma_m = 1.2$

Shear

4.5.3.2 allowing for HAZ

$$V = 3.89 \text{ kN}$$


$$V_{rs} = p_v A_v / \gamma_m$$

$$= 155 \times 103 / 1200$$

$$= 13.30 \text{ kN}$$

$$> 3.89 \quad \text{ok}$$

$p_v = 155 \text{ N/mm}^2$
 $A_v = N(0.8Dt - (1-k)dzt)$
 $= 103 \text{ mm}^2$
 $\gamma_m = 1.2$

CALCULATION SHEET	Project : Liteck			
	Element : Bottom boom 25.4 by 25.4			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Lateral Torsional Buckling

allowing for softening

$$M = 0.10 \text{ kNm}$$

$$M_{rs} = \frac{p_o S_e}{\gamma_m} \quad \begin{matrix} p_o = 255 \text{ N/mm}^2 \\ S_e = 1.31 \text{ cm}^3 \\ \gamma_m = 1.2 \end{matrix}$$

$$= \frac{255 \times 1.31}{1200}$$

$$= 0.28 \text{ kNm}$$

$$\text{so } p_1 = \frac{\gamma_m M_{rs}}{S_n} \quad \begin{matrix} \gamma_m = 1.2 \\ S_n = 2.41 \text{ cm}^3 \end{matrix}$$

$$= \frac{1.2 \times 0.28 \text{ E}3}{2.41}$$

$$= 139.42 \text{ N/mm}^2$$

for slenderness

$$L_e = 0.85L$$

$$= 0.85 \times 600$$

$$= 510 \text{ mm}$$

$$r_y = 9 \text{ mm}$$

$$\text{so } \lambda = \frac{L_e}{r_y}$$

$$= \frac{510}{9}$$

$$= 56.67$$

table 4.9

$$p_s = 122 \text{ N/mm}^2$$

$$\text{so } M_{rx} = \frac{p_s S_n}{\gamma_m} \quad \begin{matrix} p_s = 122 \text{ N/mm}^2 \\ S_n = 2.41 \text{ cm}^3 \\ \gamma_m = 1.2 \end{matrix}$$

$$= \frac{122 \times 2.41}{1200}$$

$$= 0.25 \text{ kNm}$$

$$> 0.10 \quad \text{ok}$$

Tension

4.6

for General Tension

$$T = 22.91 \text{ kN}$$

$$P_{rs} = \frac{p_o A}{\gamma_m} \quad \begin{matrix} p_o = 255 \text{ N/mm}^2 \\ A = 288 \text{ mm}^2 \\ \gamma_m = 1.2 \end{matrix}$$

$$= \frac{255 \times 288}{1200}$$

$$= 61.20 \text{ kN}$$


For local

$$P_{rs} = \frac{p_a A_n}{\gamma_m} \quad \begin{matrix} p_a = 280 \text{ N/mm}^2 \\ A_n = 223 \text{ mm}^2 \\ \gamma_m = 1.2 \end{matrix}$$

$$= \frac{280 \times 223}{1200}$$

$$= 52.03 \text{ kN}$$


$$> 22.91 \quad \text{ok}$$

CALCULATION SHEET	Project : Litedeck			 ALAN WHITE DESIGN
	Element : Bottom boom 25.4 by 25.4			
	Job Number : H0118	By : anw	Date: Sept 04	
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Combined

general check $P/Pr+M/Mr= 22.91/52.03+0.1/0.51$
 $=$ **0.64**
 $<$ **1.00** **ok**

buckling $P/Pr+M/Mx+PM/(2PrMx)= 22.91/52+0.1/0.25+22.91*0.1/(2*52*0.25)$
 $=$ **0.93**
 $<$ **1** **ok**

CALCULATION SHEET	Project : Litedeck			
	Element : Diagonal capacities			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Results

From STRAP analysis

		5kN/m2 UDL	3.6kN point	
max tension	T=	5.74	4.11	kN
max compression	P=	6.32	4.27	kN

Classification

4.3.1

$$\begin{aligned} \beta &= 3*((D/t)^{0.5}) \\ &= 3*(((12.7-3.25)/3.25)^{0.5}) \\ &= 5.12 \end{aligned}$$

$$\begin{aligned} \epsilon &= (250/p_0)^{0.5} \\ &= (250/255)^{0.5} \\ &= 0.99 \end{aligned}$$

$$\begin{aligned} \beta_1 &= 15\epsilon \\ &= 15*0.99 \\ &= 14.85 \\ &> 5.12 \end{aligned}$$

Section is compact

Tension


4.6 T= **5.74 kN**

for General Tension only (no local holes)

$$\begin{aligned} Prs &= p_0 A / \gamma_m && p_0 = 255 \text{N/mm}^2 \\ & && A = 96 \text{mm}^2 \\ & && \gamma_m = 1.2 \\ &= 255 * 96 / 1200 \\ &= \mathbf{20.40 \text{ kN}} \end{aligned}$$

for local softening

$$\begin{aligned} Prs &= p_a A_e / \gamma_m && p_a = 280 \text{N/mm}^2 \\ & && A_e = 40 \text{mm}^2 \\ & && \gamma_m = 1.2 \\ &= 280 * 40 / 1200 \\ &= \mathbf{9.33 \text{ kN}} \\ &> \mathbf{5.73} && \text{ok} \end{aligned}$$

CALCULATION SHEET	Project : Litedeck			
	Element : Diagonal capacities			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Compression

P= **6.32 kN**

4.7

Pr= psA/γm

L= 0.17 m

r= 3.53 mm

λ= KL/r K= 1

= 170/3.53

= 48.16

4.7.6.5

As strut is only welded at ends HAZ may be ignored

p1= 255.00 N/mm2

Fig 4.10b gives

ps= 143.00 N/mm2

A= 96mm2

γm= 1.2

Pr= 143*96/1200

= **11.44 kN**

for local squashing

Prs= paAe/γm

pa= 280N/mm2

Ae= 40mm2

γm= 1.2

= 280*40/1200

= **9.33 kN**

> **6.32** **ok**

Welds

T=

Each diagonal is welded to a box with 3mm fillet

BS8118

PRF= 0.85p_w·l_e·g_t/1.414γ_m

p_w= 190N/mm2

l_e= 1.414πd approx

= 56mm

g_t= 0.7*3 throat


= 2.1mm

γ_m= 1.3

= 0.85*190*56*2.1/(1.414*1300)

= **10.33 kN**

> **5.74** **ok**

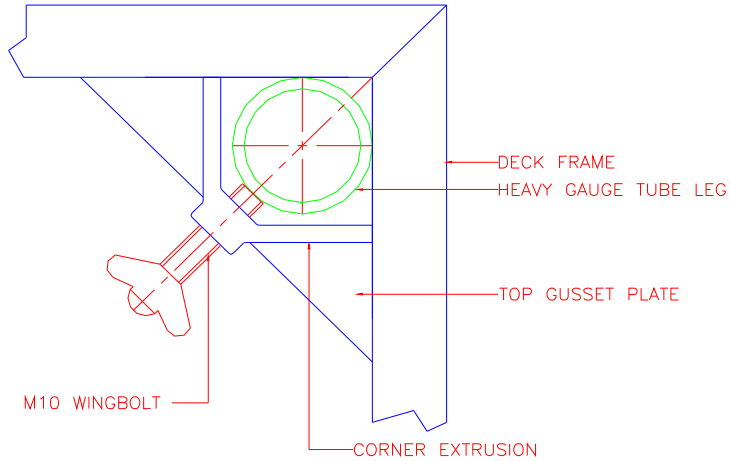
CALCULATION SHEET	Project : Liteck			
	Element : Support			
	Job Number : H0118	By : anw	Date: Sept 04	
	Document No : 001	Checked :	Date:	

Result

From STRAP analysis
5kN/m2 UDL 3.6kN point
Max support load R= **4.94** 2.55 kN

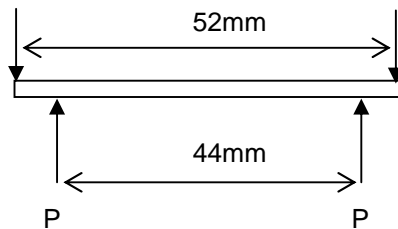
Support

Load is transferred to leg through extrusion and welded corner gusset plate



Bending in top plate

assuming conservatively load transferred from mid edge of tube
6mm thick plate




$$\begin{aligned} \text{take } P &= R/2 \\ &= 4.94/2 \\ &= \mathbf{2.47 \text{ kN}} \end{aligned}$$

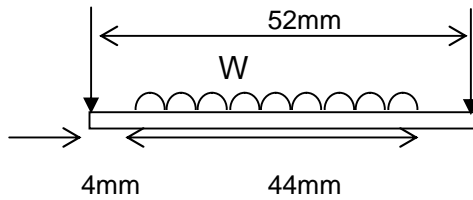
$$\begin{aligned} \text{so } M &= P \cdot (0.052 - 0.044) / 2 \\ &= 2.47 \cdot (0.052 - 0.044) / 2 \\ &= \mathbf{0.01 \text{ kNm}} \end{aligned}$$

$$\begin{aligned} Z &= bd^2/6 && b = 52\text{mm} \\ &= 52 \cdot 6^2 / 6 && d = 6\text{mm plate} \\ &= 312.00 \text{ mm}^3 \end{aligned}$$

$$\begin{aligned} \text{and } M_{rs} &= \frac{p \cdot Z}{\gamma_m} && \gamma_m = 1.2 \\ &= 255 \cdot 312 / 1.2 \cdot 10^6 \\ &= \mathbf{0.07 \text{ kNm}} \\ &> \mathbf{0.01} && \mathbf{ok} \end{aligned}$$

alternatively consider load transferred as udl

CALCULATION SHEET	Project : Litedeck			
	Element : Support			
	Job Number : H0118	By : anw	Date: Sept 04	
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$$W = 4.94 \text{ kN}$$

$$\begin{aligned}
 \text{so moment } M &= 0.5W \cdot 0.026 - 0.25W \cdot 0.022 \\
 &= 0.5 \cdot 4.94 \cdot 0.026 - 0.25 \cdot 4.94 \cdot 0.022 \\
 &= \mathbf{0.04 \text{ kNm}} \\
 &< \mathbf{0.07} \quad \text{ok}
 \end{aligned}$$

Weld

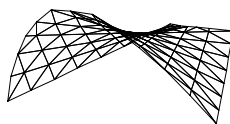
4mm welds plate to extrusion and box

$$\begin{aligned}
 \text{weld length is } L_w &= 4 \cdot 52 - 8 \text{ allowing for ends} \\
 &= 200.00 \text{ mm}
 \end{aligned}$$

$$\begin{aligned}
 \text{BS8118} \quad \text{PRF} &= 0.85 p_w \cdot l_e \cdot g_t / 1.414 \gamma_m \\
 p_w &= 190 \text{ N/mm}^2 \\
 l_e &= 200 \text{ mm} \\
 g_t &= 0.7 \cdot 4 \text{ throat} \\
 &= 2.8 \text{ mm} \\
 \gamma_m &= 1.3 \\
 &= 0.85 \cdot 190 \cdot 200 \cdot 2.8 / (1.414 \cdot 1300) \\
 &= \mathbf{49.20 \text{ kN}} \\
 &> \mathbf{4.94} \quad \text{ok}
 \end{aligned}$$

STRAP

STRUCTURAL ANALYSIS PROGRAMS



GTS CADBUILD LIMITED
Woodbrook House
30 Bridge Street
Loughborough LE11 1NH
Tel:(0)1509 260559
Fax:(0)1509 269221

Alan White Design
Woodside House, 20/21 Woodside Place
Glasgow G3 7QF

Strap 9.00.00

litedeck frame 5kN/m2

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NODAL COORDINATE TABLE (units - meter)

NODE	X1	X2	X3
1	0.158	-0.013	0.000
2	0.036	0.109	0.000
3	0.320	0.109	0.000
4	0.198	-0.013	0.000
5	0.456	-0.013	0.000
6	0.334	0.109	0.000
7	0.617	0.109	0.000
8	0.495	-0.013	0.000
9	0.753	-0.013	0.000
10	0.631	0.109	0.000
11	0.915	0.109	0.000
12	0.793	-0.013	0.000
13	1.051	-0.013	0.000
14	0.929	0.109	0.000
15	1.212	0.109	0.000
16	1.090	-0.013	0.000
17	2.280	-0.013	0.000
18	2.402	0.109	0.000
19	1.983	-0.013	0.000
20	2.105	0.109	0.000
21	2.119	0.109	0.000
22	2.241	-0.013	0.000
23	1.685	-0.013	0.000
24	1.807	0.109	0.000
25	1.821	0.109	0.000
26	1.943	-0.013	0.000
27	1.524	0.109	0.000
28	1.646	-0.013	0.000
29	1.388	-0.013	0.000
30	1.510	0.109	0.000
31	1.226	0.109	0.000
32	1.348	-0.013	0.000
33	0.000	0.109	0.000
34	2.438	0.109	0.000
35	0.000	-0.013	0.000
36	2.438	-0.013	0.000

litedeck frame 5kN/m2

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NODAL RESTRAINED DOF TABLE

NODE	X1	X2	X3	X4	X5	X6
33	1	1	1	1	1	0
34	0	1	1	1	1	0

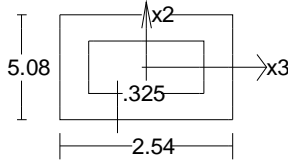
MATERIAL TABLE (units - kN meter)

NO.	Name	Modulus of Elasticity	Poisson ratio	Density	Thermal coefficient	Shear modulus
1	ALUM	0.7000E+08	0.300	0.2700E+02	0.00002300	0.2692E+08

SECTION PROPERTY TABLE (units - cm.)

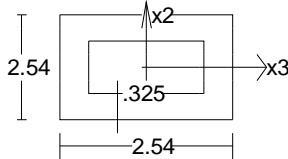
PROPERTY NO. 1

A=0.4530E+01 I2=0.4445E+01 I3=0.1406E+02 J=0.1034E+02 SF2=0.440
 Material = 1 - ALUM Perimeter=15.240 SF3=0.440
 h2=2.540 h3=5.080 e2=1.270 e3=2.540



PROPERTY NO. 2

A=0.2880E+01 I2=0.2405E+01 I3=0.2405E+01 J=0.3532E+01 SF2=0.440
 Material = 1 - ALUM Perimeter=10.160 SF3=0.440
 h2=2.540 h3=2.540 e2=1.270 e3=1.270

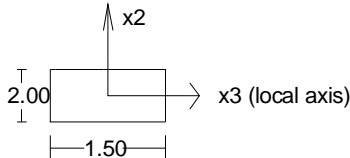


PROPERTY NO. 3

A=0.9649E+00 I2=0.1204E+00 I3=0.1204E+00 J=0.2409E+00 SF2=0.530
 Material = 1 - ALUM Perimeter=3.990 SF3=0.530
 h2=1.270 h3=1.270 e2=0.635 e3=0.635
 PIPE , Diameter= 1.270 Thickness= 0.325

PROPERTY NO. 4

A=0.3000E+01 I2=0.5625E+00 I3=0.1000E+01 J=0.1215E+01 SF2=0.850
 Material = 1 - ALUM Perimeter=7.000 SF3=0.850
 h2=2.000 h3=1.500 e2=1.000 e3=0.750



litedeck frame 5kN/m2

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BEAM CONNECTIVITY TABLE

Beam No.	JA	JB	JC/ Beta	Release AJ mvmv	Length prop	mat no.	Beam x2 direction cosines	offs. no.
1	1	2	0	y y	0.172	3 1	-0.707 -0.707	0.000
2	3	4	0	y y	0.172	3 1	0.707 -0.707	0.000
3	5	6	0	y y	0.172	3 1	-0.707 -0.707	0.000
4	7	8	0	y y	0.172	3 1	0.707 -0.707	0.000
5	9	10	0	y y	0.172	3 1	-0.707 -0.707	0.000
6	11	12	0	y y	0.172	3 1	0.707 -0.707	0.000
7	13	14	0	y y	0.172	3 1	-0.707 -0.707	0.000
8	15	16	0	y y	0.172	3 1	0.707 -0.707	0.000
9	17	18	0	y y	0.172	3 1	-0.707 0.707	0.000
10	19	20	0	y y	0.172	3 1	-0.707 0.707	0.000
11	21	22	0	y y	0.172	3 1	0.707 0.707	0.000
12	23	24	0	y y	0.172	3 1	-0.707 0.707	0.000
13	25	26	0	y y	0.172	3 1	0.707 0.707	0.000
14	27	28	0	y y	0.172	3 1	0.707 0.707	0.000
15	29	30	0	y y	0.172	3 1	-0.707 0.707	0.000
16	31	32	0	y y	0.172	3 1	0.707 0.707	0.000
17	33	2	0		0.036	1 1	0.000 1.000	0.000
18	2	3	0		0.283	1 1	0.000 1.000	0.000
19	3	6	0		0.014	1 1	0.000 1.000	0.000
20	6	7	0		0.283	1 1	0.000 1.000	0.000
21	7	10	0		0.014	1 1	0.000 1.000	0.000
22	10	11	0		0.283	1 1	0.000 1.000	0.000
23	11	14	0		0.014	1 1	0.000 1.000	0.000
24	14	15	0		0.283	1 1	0.000 1.000	0.000
25	15	31	0		0.014	1 1	0.000 1.000	0.000
26	31	30	0		0.283	1 1	0.000 1.000	0.000
27	30	27	0		0.014	1 1	0.000 1.000	0.000
28	27	24	0		0.283	1 1	0.000 1.000	0.000
29	24	25	0		0.014	1 1	0.000 1.000	0.000
30	25	20	0		0.283	1 1	0.000 1.000	0.000
31	20	21	0		0.014	1 1	0.000 1.000	0.000
32	21	18	0		0.283	1 1	0.000 1.000	0.000
33	18	34	0		0.036	1 1	0.000 1.000	0.000
34	35	1	0		0.158	2 1	0.000 1.000	0.000
35	1	4	0		0.040	2 1	0.000 1.000	0.000
36	4	5	0		0.258	2 1	0.000 1.000	0.000
37	5	8	0		0.040	2 1	0.000 1.000	0.000
38	8	9	0		0.258	2 1	0.000 1.000	0.000
39	9	12	0		0.040	2 1	0.000 1.000	0.000
40	12	13	0		0.258	2 1	0.000 1.000	0.000
41	13	16	0		0.039	2 1	0.000 1.000	0.000
42	16	32	0		0.258	2 1	0.000 1.000	0.000
43	32	29	0		0.039	2 1	0.000 1.000	0.000
44	29	28	0		0.258	2 1	0.000 1.000	0.000
45	28	23	0		0.040	2 1	0.000 1.000	0.000
46	23	26	0		0.258	2 1	0.000 1.000	0.000
47	26	19	0		0.040	2 1	0.000 1.000	0.000
48	19	22	0		0.258	2 1	0.000 1.000	0.000
49	22	17	0		0.040	2 1	0.000 1.000	0.000
50	17	36	0		0.158	2 1	0.000 1.000	0.000
51	35	33	0		0.122	4 1	-1.000 0.000	0.000
52	36	34	0		0.122	4 1	-1.000 0.000	0.000

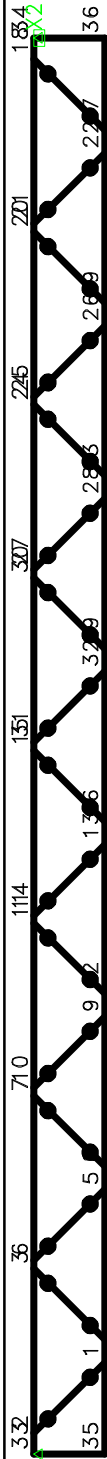
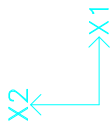
TOTAL BEAMS WEIGHT OF PROPERTY NO. 1= 0.030
 TOTAL BEAMS WEIGHT OF PROPERTY NO. 2= 0.019
 TOTAL BEAMS WEIGHT = 0.058

litedeck frame 5kN/m²

nodes

SCALE = 1:13

DATE:30/ 9/04

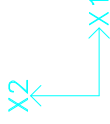
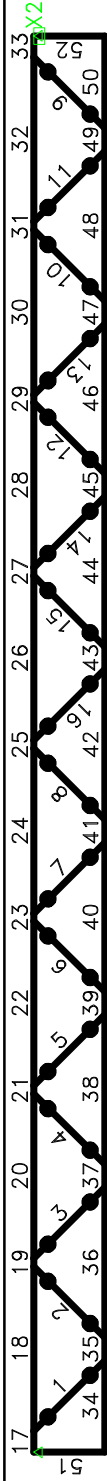


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nodes

SCALE = 1:13

DATE:30/ 9/04



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Load no. 1: dead (units - kN meter)

/ BEAM LOADS
SELF X2 -1. B 1 TO 50
/ JOINT LOADS
/ BEAM LOADS
SELF X2 -1. B 51 52
/ BEAM LOADS
CONC FX2 -0.05 FR 0.5 B 21 TO 29 BY 4
/ JOINT LOADS
FX2 -0.025 N 33 34
/ END

FORCE SUMMATION

FX1=0.
FX2=-0.2579
FX3=0.

Load no. 2: applied 5kN (units - kN meter)

/ BEAM LOADS
/ JOINT LOADS
/ BEAM LOADS
/ JOINT LOADS
/ BEAM LOADS
CONC FX2 -1.8 FR 0.5 B 21 TO 29 BY 4
/ JOINT LOADS
FX2 -0.9 N 33 34
/ END

FORCE SUMMATION

FX1=0.
FX2=-7.2
FX3=0.

Load no. 3: point load (units - kN meter)

/ BEAM LOADS
CONC FX2 -3.6 FR 0.5 B 25
/ END

FORCE SUMMATION

FX1=0.
FX2=-3.6
FX3=0.

litedeck frame 5kN/m2

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Load no. 4: Point load at end (units - kN meter)

/ BEAM LOADS

CONC FX2 -3.6 FR 0.5 B 18

/ END STATIC

FORCE SUMMATION

FX1=0.

FX2=-3.6

FX3=0.

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COMBINATIONS TABLE

Comb.

BS8118 comb 5kN UDL
1 1 * 1.20 + 2 * 1.33
BS8118 comb 3.6kN Point load
2 1 * 1.20 + 3 * 1.33
BS8118 comb 3.6kN at end
3 1 * 1.20 + 4 * 1.33

litedeck frame 5kN/m2

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STATIC DEFLECTIONS for combination 1 (Units: meter)
BS8118 comb 5kN UDL

Node	X1	X2	X6
1	-0.00143	-0.00219	-0.0163864
2	0.00000	-0.00056	-0.0147366
3	-0.00004	-0.00449	-0.0133175
4	-0.00142	-0.00289	-0.0160193
5	-0.00130	-0.00615	-0.0134337
6	-0.00005	-0.00469	-0.0132395
7	-0.00017	-0.00802	-0.0098825
8	-0.00127	-0.00673	-0.0131995
9	-0.00105	-0.00914	-0.0079797
10	-0.00018	-0.00817	-0.0096354
11	-0.00035	-0.01022	-0.0052567
12	-0.00101	-0.00947	-0.0075371
13	-0.00075	-0.01074	-0.0036563
14	-0.00036	-0.01029	-0.0050749
15	-0.00055	-0.01109	-0.0001516
16	-0.00070	-0.01089	-0.0031494
17	0.00031	-0.00219	0.0163864
18	-0.00111	-0.00056	0.0147366
19	0.00018	-0.00615	0.0134337
20	-0.00107	-0.00469	0.0132395
21	-0.00107	-0.00449	0.0133175
22	0.00030	-0.00289	0.0160193
23	-0.00006	-0.00914	0.0079797
24	-0.00094	-0.00817	0.0096354
25	-0.00095	-0.00802	0.0098825
26	0.00016	-0.00673	0.0131995
27	-0.00077	-0.01022	0.0052567
28	-0.00010	-0.00947	0.0075371
29	-0.00037	-0.01074	0.0036563
30	-0.00076	-0.01029	0.0050749
31	-0.00056	-0.01109	0.0001516
32	-0.00041	-0.01089	0.0031494
33	0.00000	0.00000	-0.0147507
34	-0.00111	0.00000	0.0147507
35	-0.00143	0.00000	-0.0119142
36	0.00032	0.00000	0.0119142
MAX.	-0.00143	-0.01109	-0.0163864
NODE	35	15	1

litedeck frame 5kN/m2

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BEAM RESULTS for combination 1 (Units: kN, kN*meter)
BS8118 comb 5kN UDL

BEAM RESULTS for combination 1 (Units: kN, kN*meter)
BS8118 comb 5kN UDL

Bm.	Node	Axial	V2	M3	Bm.	Node	Axial	V2	M3	
1	1	-5.743	0.000	0.000	18	2	4.885	-0.174	-0.074	
	fr=0.50		0.000	0.000		3	-4.885	0.179	0.024	
	2	5.743	0.000	0.000		19	3	9.357	4.293	-0.024
2	3	6.324	0.000	0.000	6		-9.357	-4.293	0.085	
	fr=0.50		0.000	0.000	20		6	13.423	0.226	-0.085
	4	-6.324	0.000	0.000		7	-13.423	-0.222	0.148	
3	5	-5.750	0.000	0.000	21	7	17.246	4.045	-0.148	
	fr=0.50		0.000	0.000		10	-17.246	-1.591	0.188	
	6	5.751	0.000	0.000	22	10	19.089	-0.252	-0.188	
4	7	5.406	0.000	0.000		11	-19.089	0.256	0.116	
	fr=0.50		0.000	0.000		23	11	20.760	1.415	-0.116
	8	-5.407	0.000	0.000	14		-20.760	-1.414	0.136	
5	9	-2.606	0.000	0.000	24	14	21.925	0.249	-0.136	
	fr=0.50		0.000	0.000		15	-21.925	-0.244	0.206	
	10	2.606	0.000	0.000	25	15	22.908	1.227	-0.206	
6	11	2.363	0.000	0.000		fr=0.50		1.227	-0.215	
	fr=0.50		0.000	0.000		31	-22.908	1.227	0.206	
	12	-2.363	0.000	0.000	26	31	21.925	-0.244	-0.206	
7	13	-1.648	0.000	0.000		30	-21.925	0.249	0.136	
	fr=0.50		0.000	0.000		27	30	20.760	-1.414	-0.136
	14	1.648	0.000	0.000	27		-20.760	1.415	0.116	
8	15	1.390	0.000	0.000	28	27	19.089	0.256	-0.116	
	fr=0.50		0.000	0.000		24	-19.089	-0.252	0.188	
	16	-1.390	0.000	0.000	29	24	17.246	-1.591	-0.188	
9	17	-5.743	0.000	0.000		25	-17.246	4.045	0.148	
	fr=0.50		0.000	0.000		30	25	13.423	-0.222	-0.148
	18	5.743	0.000	0.000	20		-13.423	0.226	0.085	
10	19	-5.750	0.000	0.000	31	20	9.357	-4.293	-0.085	
	fr=0.50		0.000	0.000		21	-9.357	4.293	0.024	
	20	5.751	0.000	0.000		32	21	4.885	0.179	-0.024
11	21	6.324	0.000	0.000	18		-4.885	-0.174	0.074	
	fr=0.50		0.000	0.000	33		18	0.824	-3.887	-0.074
	22	-6.324	0.000	0.000		34	-0.824	3.887	-0.067	
12	23	-2.605	0.000	0.000	34	35	-0.824	-0.173	0.034	
	fr=0.50		0.000	0.000		1	0.824	0.174	-0.061	
	24	2.606	0.000	0.000	35	1	-4.885	3.886	0.061	
13	25	5.406	0.000	0.000		4	4.885	-3.886	0.093	
	fr=0.50		0.000	0.000		36	4	-9.357	-0.586	-0.093
	26	-5.407	0.000	0.000	5		9.357	0.588	-0.059	
14	27	2.363	0.000	0.000	37	5	-13.423	3.478	0.059	
	fr=0.50		0.000	0.000		8	13.423	-3.477	0.079	
	28	-2.363	0.000	0.000	38	8	-17.246	-0.346	-0.079	
15	29	-1.648	0.000	0.000		9	17.246	0.348	-0.011	
	fr=0.50		0.000	0.000		39	9	-19.089	1.494	0.011
	30	1.648	0.000	0.000	12		19.089	-1.493	0.048	
16	31	1.390	0.000	0.000						
	fr=0.50		0.000	0.000						
	32	-1.390	0.000	0.000						
17	33	0.824	3.887	0.067						
	2	-0.824	-3.887	0.074						

litedeck frame 5kN/m2

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**BEAM RESULTS for combination 1 (Units: kN, kN*meter)
 BS8118 comb 5kN UDL**

Bm.	Node	Axial	V2	M3
40	12	-20.760	-0.178	-0.048
	13	20.760	0.180	0.002
41	13	-21.925	0.985	-0.002
	16	21.925	-0.985	0.041
42	16	-22.908	0.001	-0.041
	fr=0.35		0.000	-0.041
	32	22.908	0.001	0.041
43	32	-21.925	-0.984	-0.041
	29	21.925	0.985	0.002
44	29	-20.760	0.180	-0.002
	28	20.760	-0.178	0.048
45	28	-19.089	-1.493	-0.048
	23	19.089	1.494	-0.011
46	23	-17.246	0.348	0.011
	26	17.246	-0.346	0.079
47	26	-13.423	-3.477	-0.079
	19	13.423	3.478	-0.059
48	19	-9.357	0.588	0.059
	22	9.357	-0.586	0.093
49	22	-4.885	-3.886	-0.093
	17	4.885	3.886	-0.061
50	17	-0.824	0.174	0.061
	36	0.824	-0.173	-0.034
51	35	0.173	-0.824	-0.034
	33	-0.171	0.824	-0.067
52	36	0.173	0.824	0.034
	34	-0.171	-0.824	0.067
MAXIMUM		22.908	4.293	-0.215
Beam no.		42	31	25

litedeck frame 5kN/m2

Prepared by: anw

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REACTIONS for combination 1 (Units: kN, kN*meter)
BS8118 comb 5kN UDL

Node	X1	X2	X6
33	0.000	4.943	0.000
34	0.000	4.943	0.000
SUM	0.000	9.886	0.000

STATIC DEFLECTIONS for combination 2 (Units: meter)
BS8118 comb 3.6kN Point load

Node	X1	X2	X6
1	-0.00114	-0.00171	-0.0125402
2	0.00000	-0.00043	-0.0114377
3	-0.00003	-0.00351	-0.0104319
4	-0.00114	-0.00225	-0.0122930
5	-0.00106	-0.00483	-0.0106244
6	-0.00003	-0.00366	-0.0103745
7	-0.00012	-0.00635	-0.0086171
8	-0.00104	-0.00528	-0.0104169
9	-0.00088	-0.00739	-0.0084125
10	-0.00012	-0.00648	-0.0085006
11	-0.00025	-0.00849	-0.0057960
12	-0.00085	-0.00775	-0.0080133
13	-0.00063	-0.00907	-0.0046589
14	-0.00026	-0.00858	-0.0056427
15	-0.00044	-0.00952	-0.0001886
16	-0.00059	-0.00927	-0.0042703
17	0.00025	-0.00171	0.0125402
18	-0.00089	-0.00043	0.0114377
19	0.00016	-0.00483	0.0106244
20	-0.00086	-0.00366	0.0103745
21	-0.00086	-0.00351	0.0104319
22	0.00024	-0.00225	0.0122930
23	-0.00001	-0.00739	0.0084125
24	-0.00077	-0.00648	0.0085006
25	-0.00078	-0.00635	0.0086171
26	0.00015	-0.00528	0.0104169
27	-0.00064	-0.00849	0.0057960
28	-0.00004	-0.00775	0.0080133
29	-0.00027	-0.00907	0.0046589
30	-0.00063	-0.00858	0.0056427
31	-0.00045	-0.00952	0.0001886
32	-0.00030	-0.00927	0.0042703
33	0.00000	0.00000	-0.0114467
34	-0.00089	0.00000	0.0114467
35	-0.00115	0.00000	-0.0095178
36	0.00025	0.00000	0.0095178
MAX. NODE	-0.00115 35	-0.00952 15	-0.0125402 1

litedeck frame 5kN/m2

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BEAM RESULTS for combination 2 (Units: kN, kN*meter)
BS8118 comb 3.6kN Point load

BEAM RESULTS for combination 2 (Units: kN, kN*meter)
BS8118 comb 3.6kN Point load

Bm.	Node	Axial	V2	M3	Bm.	Node	Axial	V2	M3
1	1	-3.872	0.000	0.000	18	2	3.298	-0.106	-0.050
	fr=0.50	0.000	0.000	0.000		3	-3.298	0.110	0.020
2	2	3.872	0.000	0.000	19	3	6.316	2.909	-0.020
	3	4.269	0.000	0.000		6	-6.316	-2.908	0.061
3	4	-4.270	0.000	0.000	20	6	9.220	0.005	-0.061
	5	-4.106	0.000	0.000		fr=0.95	0.001	-0.061	
4	6	4.106	0.000	0.000	7	-9.220	-0.001	0.061	
	7	4.033	0.000	0.000	21	7	12.071	2.852	-0.061
8	-4.033	0.000	0.000	10		-12.071	-2.792	0.101	
5	9	-4.017	0.000	0.000	22	10	14.912	-0.049	-0.101
	fr=0.50	0.000	0.000	0.000		11	-14.912	0.054	0.087
6	10	4.018	0.000	0.000	23	11	17.743	2.776	-0.087
	11	4.002	0.000	0.000		14	-17.743	-2.776	0.126
7	12	-4.003	0.000	0.000	24	14	20.069	0.450	-0.126
	13	-3.290	0.000	0.000		15	-20.069	-0.445	0.253
8	14	3.290	0.000	0.000	25	15	22.048	2.424	-0.253
	15	2.798	0.000	0.000		fr=0.50	2.424	-0.270	
9	16	-2.799	0.000	0.000	31	-22.048	2.424	0.253	
	17	-3.872	0.000	0.000	26	31	20.069	-0.445	-0.253
18	3.872	0.000	0.000	30		-20.069	0.450	0.126	
10	19	-4.106	0.000	0.000	27	30	17.743	-2.776	-0.126
	fr=0.50	0.000	0.000	0.000		27	-17.743	2.776	0.087
11	20	4.106	0.000	0.000	28	27	14.912	0.054	-0.087
	21	4.269	0.000	0.000		24	-14.912	-0.049	0.101
12	22	-4.270	0.000	0.000	29	24	12.072	-2.792	-0.101
	23	-4.017	0.000	0.000		25	-12.072	2.852	0.061
13	24	4.018	0.000	0.000	30	25	9.220	-0.001	-0.061
	25	4.033	0.000	0.000		20	-9.220	0.005	0.061
14	26	-4.033	0.000	0.000	31	20	6.316	-2.908	-0.061
	27	4.002	0.000	0.000		21	-6.316	2.909	0.020
15	28	-4.003	0.000	0.000	32	21	3.298	0.110	-0.020
	29	-3.290	0.000	0.000		18	-3.298	-0.106	0.050
16	30	3.290	0.000	0.000	33	18	0.560	-2.632	-0.050
	31	2.798	0.000	0.000		34	-0.560	2.633	-0.045
17	32	-2.799	0.000	0.000	34	35	-0.560	-0.115	0.023
	33	0.560	2.633	0.045		1	0.560	0.117	-0.041
18	2	-0.560	-2.632	0.050	35	1	-3.298	2.621	0.041
	39	9	-14.912	2.488		4	3.298	-2.621	0.062
19	39	9	-14.912	2.488	36	4	-6.316	-0.399	-0.062
	12	14.912	-2.488	0.066		5	6.316	0.401	-0.041
20	37	5	-9.220	2.502	37	5	-9.220	2.502	0.041
	8	9.220	-2.502	0.058		8	9.220	-2.502	0.058
21	38	8	-12.071	-0.350	38	8	-12.071	-0.350	-0.058
	9	12.071	0.353	-0.032		9	12.071	0.353	-0.032
22	39	9	-14.912	2.488	39	9	-14.912	2.488	0.032
	12	14.912	-2.488	0.066		12	14.912	-2.488	0.066

litedeck frame 5kN/m2

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BEAM RESULTS for combination 2 (Units: kN, kN*meter)
BS8118 comb 3.6kN Point load

Bm.	Node	Axial	V2	M3
40	12	-17.743	-0.343	-0.066
	13	17.743	0.345	-0.023
41	13	-20.069	1.981	0.023
	16	20.069	-1.980	0.056
42	16	-22.048	0.001	-0.056
	fr=0.35		0.000	-0.056
	32	22.048	0.001	0.056
43	32	-20.069	-1.980	-0.056
	29	20.069	1.981	-0.023
44	29	-17.743	0.345	0.023
	28	17.743	-0.343	0.066
45	28	-14.912	-2.488	-0.066
	23	14.912	2.488	-0.032
46	23	-12.071	0.353	0.032
	26	12.071	-0.350	0.058
47	26	-9.220	-2.502	-0.058
	19	9.220	2.502	-0.041
48	19	-6.316	0.401	0.041
	22	6.316	-0.399	0.062
49	22	-3.298	-2.621	-0.062
	17	3.298	2.621	-0.041
50	17	-0.560	0.117	0.041
	36	0.560	-0.115	-0.023
51	35	0.115	-0.560	-0.023
	33	-0.114	0.560	-0.045
52	36	0.115	0.560	0.023
	34	-0.114	-0.560	0.045
MAXIMUM		22.048	2.909	-0.270
Beam no.		42	31	25

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REACTIONS for combination 2 (Units: kN, kN*meter)
BS8118 comb 3.6kN Point load

Node	X1	X2	X6
33	0.000	2.549	0.000
34	0.000	2.549	0.000
SUM	0.000	5.098	0.000

STATIC DEFLECTIONS for combination 3 (Units: meter)
BS8118 comb 3.6kN at end

Node	X1	X2	X6
1	-0.00039	-0.00082	-0.0068643
2	0.00000	-0.00031	-0.0077155
3	-0.00003	-0.00161	-0.0018718
4	-0.00039	-0.00112	-0.0064978
5	-0.00031	-0.00190	-0.0010998
6	-0.00004	-0.00164	-0.0018741
7	-0.00009	-0.00212	-0.0012937
8	-0.00030	-0.00194	-0.0011151
9	-0.00023	-0.00226	-0.0007598
10	-0.00009	-0.00214	-0.0012372
11	-0.00014	-0.00234	-0.0002228
12	-0.00022	-0.00228	-0.0005924
13	-0.00016	-0.00234	0.0003436
14	-0.00014	-0.00234	-0.0001781
15	-0.00018	-0.00228	0.0006725
16	-0.00015	-0.00232	0.0004488
17	0.00000	-0.00038	0.0027431
18	-0.00026	-0.00010	0.0025382
19	-0.00001	-0.00108	0.0023754
20	-0.00025	-0.00082	0.0023370
21	-0.00025	-0.00078	0.0023477
22	0.00000	-0.00050	0.0026975
23	-0.00004	-0.00168	0.0019082
24	-0.00024	-0.00146	0.0019695
25	-0.00024	-0.00143	0.0019925
26	-0.00002	-0.00118	0.0023398
27	-0.00021	-0.00194	0.0014395
28	-0.00005	-0.00176	0.0018398
29	-0.00009	-0.00211	0.0012780
30	-0.00021	-0.00196	0.0014101
31	-0.00018	-0.00227	0.0007125
32	-0.00010	-0.00216	0.0011863
33	0.00000	0.00000	-0.0076665
34	-0.00026	0.00000	0.0025400
35	-0.00040	0.00000	-0.0032844
36	0.00000	0.00000	0.0021791
MAX.	-0.00040	-0.00234	-0.0077155
NODE	35	13	2

litedeck frame 5kN/m2

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**BEAM RESULTS for combination 3 (Units: kN, kN*meter)
 BS8118 comb 3.6kN at end**

**BEAM RESULTS for combination 3 (Units: kN, kN*meter)
 BS8118 comb 3.6kN at end**

Bm.	Node	Axial	V2	M3	Bm.	Node	Axial	V2	M3
1	1	-3.299	0.000	0.000	18	2	3.471	2.151	-0.068
	fr=0.50	0.000	0.000	0.000		3	-3.471	2.641	-0.001
2	2	3.299	0.000	0.000	19	3	6.095	-0.017	0.001
	fr=0.50	0.000	0.000	0.000		6	-6.095	0.017	-0.002
3	3	3.711	0.000	0.000	20	6	5.922	0.156	0.002
	fr=0.50	0.000	0.000	0.000		7	-5.922	-0.152	0.042
4	4	-3.711	0.000	0.000	21	7	5.445	-0.326	-0.042
	fr=0.50	0.000	0.000	0.000		10	-5.445	0.386	0.037
5	5	0.245	0.000	0.000	22	10	5.068	-0.010	-0.037
	fr=0.50	0.000	0.000	0.000		11	-5.068	0.014	0.033
6	6	-0.245	0.000	0.000	23	11	4.734	-0.348	-0.033
	fr=0.50	0.000	0.000	0.000		14	-4.734	0.348	0.028
7	7	-0.675	0.000	0.000	24	14	4.377	0.009	-0.028
	fr=0.50	0.000	0.000	0.000		15	-4.377	-0.005	0.030
8	8	0.674	0.000	0.000	25	15	4.002	-0.371	-0.030
	fr=0.50	0.000	0.000	0.000		31	-4.002	0.431	0.025
9	9	0.532	0.000	0.000	26	31	3.573	-0.002	-0.025
	fr=0.50	0.000	0.000	0.000		30	-3.573	0.006	0.024
10	10	-0.532	0.000	0.000	27	30	3.136	-0.443	-0.024
	fr=0.50	0.000	0.000	0.000		27	-3.136	0.443	0.017
11	11	-0.472	0.000	0.000	28	27	2.683	0.010	-0.017
	fr=0.50	0.000	0.000	0.000		24	-2.683	-0.005	0.019
12	12	0.472	0.000	0.000	29	24	2.222	-0.456	-0.019
	fr=0.50	0.000	0.000	0.000		25	-2.222	0.516	0.013
13	13	0.506	0.000	0.000	30	25	1.708	-0.002	-0.013
	fr=0.50	0.000	0.000	0.000		20	-1.708	0.007	0.011
14	14	-0.505	0.000	0.000	31	20	1.177	-0.538	-0.011
	fr=0.50	0.000	0.000	0.000		21	-1.177	0.538	0.004
15	15	-0.531	0.000	0.000	32	21	0.616	0.022	-0.004
	fr=0.50	0.000	0.000	0.000		18	-0.616	-0.018	0.009
16	16	0.530	0.000	0.000	33	18	0.105	-0.493	-0.009
	fr=0.50	0.000	0.000	0.000		34	-0.105	0.494	-0.008
17	17	-0.723	0.000	0.000	34	35	-1.138	0.077	0.044
	fr=0.50	0.000	0.000	0.000		1	1.138	-0.076	-0.032
18	18	0.723	0.000	0.000	35	1	-3.471	2.408	0.032
	fr=0.50	0.000	0.000	0.000		4	3.471	-2.408	0.063
19	19	-0.751	0.000	0.000	36	4	-6.095	-0.216	-0.063
	fr=0.50	0.000	0.000	0.000		5	6.095	0.219	0.007
20	20	0.751	0.000	0.000	37	5	-5.922	-0.392	-0.007
	fr=0.50	0.000	0.000	0.000		8	5.922	0.393	-0.008
21	21	0.793	0.000	0.000	38	8	-5.445	0.084	0.008
	fr=0.50	0.000	0.000	0.000		9	5.445	-0.082	0.013
22	22	-0.793	0.000	0.000	39	9	-5.068	-0.295	-0.013
	fr=0.50	0.000	0.000	0.000		12	5.068	0.295	0.001
23	23	-0.652	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
24	24	0.652	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
25	25	0.727	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
26	26	-0.727	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
27	27	0.641	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
28	28	-0.641	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
29	29	-0.617	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
30	30	0.618	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
31	31	0.607	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
32	32	-0.607	0.000	0.000					
	fr=0.50	0.000	0.000	0.000					
33	33	1.138	4.485	0.095					
	2	-1.138	-4.485	0.068					

litedeck frame 5kN/m2

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**BEAM RESULTS for combination 3 (Units: kN, kN*meter)
 BS8118 comb 3.6kN at end**

<i>Bm.</i>	<i>Node</i>	<i>Axial</i>	<i>V2</i>	<i>M3</i>
40	12	-4.735	0.038	-0.001
	13	4.735	-0.036	0.011
41	13	-4.377	-0.322	-0.011
	16	4.377	0.322	-0.002
42	16	-4.002	0.053	0.002
	32	4.002	-0.050	0.011
43	32	-3.573	-0.379	-0.011
	29	3.573	0.379	-0.004
44	29	-3.136	0.057	0.004
	28	3.136	-0.055	0.011
45	28	-2.683	-0.399	-0.011
	23	2.683	0.399	-0.005
46	23	-2.222	0.061	0.005
	26	2.222	-0.059	0.011
47	26	-1.708	-0.455	-0.011
	19	1.708	0.456	-0.008
48	19	-1.177	0.075	0.008
	22	1.177	-0.073	0.012
49	22	-0.616	-0.488	-0.012
	17	0.616	0.489	-0.008
50	17	-0.105	0.022	0.008
	36	0.105	-0.021	-0.004
51	35	-0.077	-1.138	-0.044
	33	0.078	1.138	-0.095
52	36	0.021	0.105	0.004
	34	-0.020	-0.105	0.008
MAXIMUM		-6.095	4.485	-0.373
Beam no.		19	17	18

litedeck frame 5kN/m2

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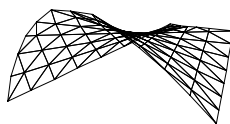
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REACTIONS for combination 3 (Units: kN, kN*meter)
BS8118 comb 3.6kN at end

<i>Node</i>	<i>X1</i>	<i>X2</i>	<i>X6</i>
33	0.000	4.593	0.000
34	0.000	0.504	0.000
SUM	0.000	5.098	0.000

STRAP

STRUCTURAL ANALYSIS PROGRAMS



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Strap 9.00.00

litedeck end frame 5kN/m2

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NODAL COORDINATE TABLE (units - meter)

NODE	X1	X2	X3
1	0.158	-0.013	0.000
2	0.036	0.109	0.000
3	0.320	0.109	0.000
4	0.198	-0.013	0.000
5	0.456	-0.013	0.000
6	0.334	0.109	0.000
7	0.617	0.109	0.000
8	0.495	-0.013	0.000
9	0.753	-0.013	0.000
10	0.631	0.109	0.000
11	0.915	0.109	0.000
12	0.793	-0.013	0.000
13	1.051	-0.013	0.000
14	0.929	0.109	0.000
15	1.212	0.109	0.000
16	1.090	-0.013	0.000
31	1.226	0.109	0.000
32	1.226	-0.013	0.000
33	0.000	0.109	0.000
35	0.000	-0.013	0.000

NODAL RESTRAINED DOF TABLE

NODE	X1	X2	X3	X4	X5	X6
31	0	1	1	1	1	0
33	1	1	1	1	1	0

MATERIAL TABLE (units - kN meter)

NO.	Name	Modulus of Elasticity	Poisson ratio	Density	Thermal coefficient	Shear modulus
1	ALUM	0.7000E+08	0.300	0.2700E+02	0.00002300	0.2692E+08

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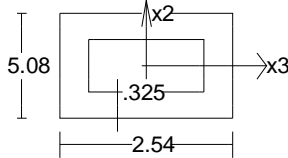
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SECTION PROPERTY TABLE (units - cm.)

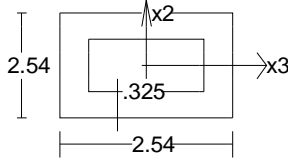
PROPERTY NO. 1

A=0.4530E+01 I2=0.4445E+01 I3=0.1406E+02 J=0.1034E+02 SF2=0.440
 Material = 1 - ALUM Perimeter=15.240 SF3=0.440
 h2=2.540 h3=5.080 e2=1.270 e3=2.540



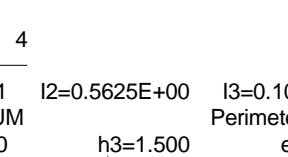
PROPERTY NO. 2

A=0.2880E+01 I2=0.2405E+01 I3=0.2405E+01 J=0.3532E+01 SF2=0.440
 Material = 1 - ALUM Perimeter=10.160 SF3=0.440
 h2=2.540 h3=2.540 e2=1.270 e3=1.270



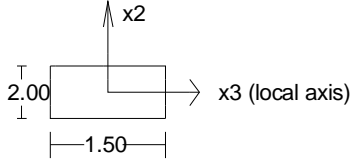
PROPERTY NO. 3

A=0.9649E+00 I2=0.1204E+00 I3=0.1204E+00 J=0.2409E+00 SF2=0.530
 Material = 1 - ALUM Perimeter=3.990 SF3=0.530
 h2=1.270 h3=1.270 e2=0.635 e3=0.635
 PIPE, Diameter= 1.270 Thickness= 0.325



PROPERTY NO. 4

A=0.3000E+01 I2=0.5625E+00 I3=0.1000E+01 J=0.1215E+01 SF2=0.850
 Material = 1 - ALUM Perimeter=7.000 SF3=0.850
 h2=2.000 h3=1.500 e2=1.000 e3=0.750



litedeck end frame 5kN/m2

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BEAM CONNECTIVITY TABLE

Beam No.	JA	JB	JC/ Beta	Release AJ mvmv	Length no.	prop no.	mat no.	Beam x2 direction cosines	offs. no.
1	1	2	0	y y	0.172	3	1	-0.707 -0.707	0.000
2	3	4	0	y y	0.172	3	1	0.707 -0.707	0.000
3	5	6	0	y y	0.172	3	1	-0.707 -0.707	0.000
4	7	8	0	y y	0.172	3	1	0.707 -0.707	0.000
5	9	10	0	y y	0.172	3	1	-0.707 -0.707	0.000
6	11	12	0	y y	0.172	3	1	0.707 -0.707	0.000
7	13	14	0	y y	0.172	3	1	-0.707 -0.707	0.000
8	15	16	0	y y	0.172	3	1	0.707 -0.707	0.000
17	33	2	0		0.036	1	1	0.000 1.000	0.000
18	2	3	0		0.283	1	1	0.000 1.000	0.000
19	3	6	0		0.014	1	1	0.000 1.000	0.000
20	6	7	0		0.283	1	1	0.000 1.000	0.000
21	7	10	0		0.014	1	1	0.000 1.000	0.000
22	10	11	0		0.283	1	1	0.000 1.000	0.000
23	11	14	0		0.014	1	1	0.000 1.000	0.000
24	14	15	0		0.283	1	1	0.000 1.000	0.000
25	15	31	0		0.014	1	1	0.000 1.000	0.000
34	35	1	0		0.158	2	1	0.000 1.000	0.000
35	1	4	0		0.040	2	1	0.000 1.000	0.000
36	4	5	0		0.258	2	1	0.000 1.000	0.000
37	5	8	0		0.040	2	1	0.000 1.000	0.000
38	8	9	0		0.258	2	1	0.000 1.000	0.000
39	9	12	0		0.040	2	1	0.000 1.000	0.000
40	12	13	0		0.258	2	1	0.000 1.000	0.000
41	13	16	0		0.039	2	1	0.000 1.000	0.000
42	16	32	0		0.136	2	1	0.000 1.000	0.000
51	35	33	0		0.122	4	1	-1.000 0.000	0.000
52	32	31	0		0.122	1	1	-1.000 0.000	0.000

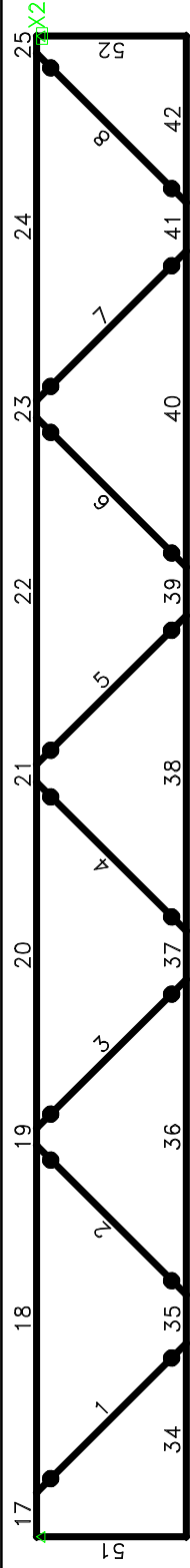
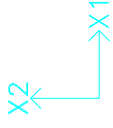
TOTAL BEAMS WEIGHT OF PROPERTY NO. 1= 0.016
 TOTAL BEAMS WEIGHT = 0.031

litedeck end frame 5kN/m²

beams

SCALE = 1:6.1

DATE:30/ 9/04

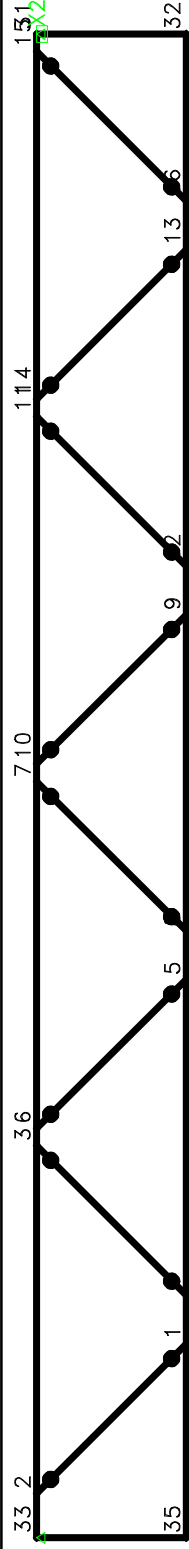
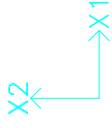


litedeck end frame 5kN/m²

nodes

SCALE = 1:6.1

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Load no. 1: dead (units - kN meter)

/ BEAM LOADS
SELF X2 -1. B 1 TO 50
/ JOINT LOADS
/ BEAM LOADS
SELF X2 -1. B 51 52
/ BEAM LOADS
/ JOINT LOADS
/ BEAM LOADS
/ JOINT LOADS
FX2 -0.025 N 34
/ END

FORCE SUMMATION

FX1=0.
FX2=-0.0306
FX3=0.

Load no. 2: applied 5kN (units - kN meter)

/ BEAM LOADS
/ JOINT LOADS
/ BEAM LOADS
/ JOINT LOADS
/ BEAM LOADS
/ JOINT LOADS
/ BEAM LOADS
CONC FX2 -1.8 FR 0.5 B 29
/ JOINT LOADS
FX2 -0.9 N 34
/ BEAM LOADS
DIST FX2 -1.54 B 17 TO 25
/ END

FORCE SUMMATION

FX1=0.
FX2=-1.8885
FX3=0.

Load no. 3: point load (units - kN meter)

/ BEAM LOADS
/ BEAM LOADS
CONC FX2 -3.6 XP 0.0071 B 21
/ END

FORCE SUMMATION

FX1=0.
FX2=-3.6
FX3=0.

litedeck end frame 5kN/m2

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Load no. 4: Point load at end (units - kN meter)

/ BEAM LOADS

CONC FX2 -3.6 FR 0.5 B 18

/ END STATIC

FORCE SUMMATION

FX1=0.

FX2=-3.6

FX3=0.

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COMBINATIONS TABLE

Comb.

BS8118 comb 5kN UDL
1 1 * 1.20 + 2 * 1.33
BS8118 comb 3.6kN Point load
2 1 * 1.20 + 3 * 1.33
BS8118 comb 3.6kN at end
3 1 * 1.20 + 4 * 1.33

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STATIC DEFLECTIONS for combination 1 (Units: meter)
BS8118 comb 5kN UDL

Node	X1	X2	X6
1	-0.00009	-0.00021	-0.0019598
2	0.00000	-0.00007	-0.0017205
3	-0.00001	-0.00042	-0.0008656
4	-0.00008	-0.00030	-0.0018662
5	-0.00005	-0.00050	-0.0004796
6	-0.00001	-0.00044	-0.0008469
7	-0.00004	-0.00055	0.0000652
8	-0.00005	-0.00052	-0.0004629
9	-0.00001	-0.00050	0.0006828
10	-0.00004	-0.00055	0.0000904
11	-0.00006	-0.00039	0.0010420
12	-0.00001	-0.00047	0.0007216
13	0.00002	-0.00024	0.0016635
14	-0.00006	-0.00037	0.0010650
15	-0.00007	-0.00002	0.0011800
16	0.00003	-0.00016	0.0016984
31	-0.00007	0.00000	0.0011227
32	0.00003	0.00000	0.0008585
33	0.00000	0.00000	-0.0017246
35	-0.00009	0.00000	-0.0007518
MAX. NODE	-0.00009 35	-0.00055 7	-0.0019598 1

BEAM RESULTS for combination 1 (Units: kN, kN*meter)
BS8118 comb 5kN UDL

Bm.	Node	Axial	V2	M3
1	1	-1.396	0.000	0.000
	fr=0.50		0.000	0.000
	2	1.396	0.000	0.000
2	3	1.507	0.000	0.000
	fr=0.50		0.000	0.000
	4	-1.507	0.000	0.000
3	5	-0.560	0.000	0.000
	fr=0.50		0.000	0.000
	6	0.561	0.000	0.000
4	7	0.391	0.000	0.000
	fr=0.50		0.000	0.000
	8	-0.391	0.000	0.000
5	9	0.497	0.000	0.000
	fr=0.50		0.000	0.000
	10	-0.497	0.000	0.000
6	11	-0.614	0.000	0.000
	fr=0.50		0.000	0.000
	12	0.613	0.000	0.000
7	13	1.259	0.000	0.000
	fr=0.50		0.000	0.000
	14	-1.258	0.000	0.000
8	15	-1.222	0.000	0.000
	fr=0.50		0.000	0.000
	16	1.221	0.000	0.000

BEAM RESULTS for combination 1 (Units: kN, kN*meter)
BS8118 comb 5kN UDL

Bm.	Node	Axial	V2	M3
17	33	0.268	1.299	0.022
	2	-0.268	-1.224	0.024
18	2	1.255	0.237	-0.024
	fr=0.40		0.003	-0.037
	3	-1.255	0.348	0.008
19	3	2.321	0.718	-0.008
	6	-2.321	-0.688	0.018
20	6	2.717	0.292	-0.018
	fr=0.50		0.000	-0.039
	7	-2.717	0.293	0.018
21	7	2.994	-0.016	-0.018
	10	-2.994	0.046	0.017
22	10	2.643	0.306	-0.017
	fr=0.50		0.013	-0.040
	11	-2.643	0.279	0.021
23	11	2.209	-0.713	-0.021
	14	-2.209	0.743	0.011
24	14	1.319	0.147	-0.011
	fr=0.25		0.001	-0.016
	15	-1.319	0.437	-0.030
25	15	0.455	-1.301	0.030
	31	-0.455	1.331	-0.049

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BEAM RESULTS for combination 1 (Units: kN, kN*meter)
BS8118 comb 5kN UDL

<i>Bm.</i>	<i>Node</i>	<i>Axial</i>	<i>V2</i>	<i>M3</i>
34	35	-0.268	-0.026	0.011
	1	0.268	0.028	-0.015
35	1	-1.255	0.959	0.015
	4	1.255	-0.959	0.023
36	4	-2.321	-0.107	-0.023
	5	2.321	0.110	-0.005
37	5	-2.717	0.287	0.005
	8	2.717	-0.286	0.006
38	8	-2.994	0.009	-0.006
	9	2.994	-0.007	0.008
39	9	-2.643	-0.345	-0.008
	12	2.643	0.345	-0.005
40	12	-2.209	0.089	0.005
	13	2.209	-0.086	0.017
41	13	-1.319	-0.804	-0.017
	16	1.319	0.804	-0.014
42	16	-0.455	0.059	0.014
	32	0.455	-0.058	-0.006
51	35	0.026	-0.268	-0.011
	33	-0.025	0.268	-0.022
52	32	0.058	0.455	0.006
	31	-0.056	-0.455	0.049
MAXIMUM		-2.994	1.331	0.049
Beam no.		21	25	52

litedeck end frame 5kN/m2

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REACTIONS for combination 1 (Units: kN, kN*meter)
BS8118 comb 5kN UDL

Node	X1	X2	X6
31	0.000	1.275	0.000
33	0.000	1.274	0.000
SUM	0.000	2.548	0.000

STATIC DEFLECTIONS for combination 2 (Units: meter)
BS8118 comb 3.6kN Point load

Node	X1	X2	X6
1	-0.00026	-0.00055	-0.0050947
2	0.00000	-0.00016	-0.0040149
3	-0.00003	-0.00115	-0.0031959
4	-0.00025	-0.00078	-0.0048586
5	-0.00017	-0.00146	-0.0030341
6	-0.00003	-0.00120	-0.0031553
7	-0.00011	-0.00176	0.0000305
8	-0.00016	-0.00161	-0.0029862
9	-0.00003	-0.00157	0.0034306
10	-0.00011	-0.00175	0.0002908
11	-0.00018	-0.00110	0.0035552
12	-0.00001	-0.00140	0.0035202
13	0.00006	-0.00067	0.0045102
14	-0.00019	-0.00105	0.0036041
15	-0.00021	-0.00005	0.0030131
16	0.00007	-0.00045	0.0046390
31	-0.00021	0.00000	0.0029063
32	0.00008	0.00000	0.0024355
33	0.00000	0.00000	-0.0040248
35	-0.00026	0.00000	-0.0022316
MAX. NODE	-0.00026 35	-0.00176 7	-0.0050947 1

litedeck end frame 5kN/m2

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**BEAM RESULTS for combination 2 (Units: kN, kN*meter)
 BS8118 comb 3.6kN Point load**

**BEAM RESULTS for combination 2 (Units: kN, kN*meter)
 BS8118 comb 3.6kN Point load**

Bm.	Node	Axial	V2	M3	Bm.	Node	Axial	V2	M3
1	1	-3.695	0.000	0.000	36	4	-6.002	-0.368	-0.060
	fr=0.50		0.000	0.000		5	6.002	0.371	-0.036
	2	3.695	0.000	0.000					
2	3	4.054	0.000	0.000	37	5	-8.284	1.911	0.036
	fr=0.50		0.000	0.000		8	8.284	-1.910	0.040
	4	-4.054	0.000	0.000	38	8	-10.178	0.017	-0.040
3	5	-3.226	0.000	0.000		9	10.178	-0.014	0.044
	fr=0.50		0.000	0.000	39	9	-8.143	-2.021	-0.044
	6	3.227	0.000	0.000		12	8.143	2.021	-0.036
4	7	2.677	0.000	0.000	40	12	-5.790	0.332	0.036
	fr=0.50		0.000	0.000		13	5.790	-0.329	0.049
	8	-2.678	0.000	0.000	41	13	-3.258	-2.204	-0.049
5	9	2.877	0.000	0.000		16	3.258	2.204	-0.038
	fr=0.50		0.000	0.000	42	16	-0.894	0.159	0.038
	10	-2.877	0.000	0.000		32	0.894	-0.158	-0.017
6	11	-3.327	0.000	0.000	51	35	0.112	-0.523	-0.022
	fr=0.50		0.000	0.000		33	-0.111	0.523	-0.042
	12	3.327	0.000	0.000	52	32	0.158	0.894	0.017
7	13	3.582	0.000	0.000		31	-0.156	-0.894	0.093
	fr=0.50		0.000	0.000					
	14	-3.582	0.000	0.000					
8	15	-3.342	0.000	0.000	MAXIMUM		-10.178	2.776	-0.190
	fr=0.50		0.000	0.000	Beam no.		21	23	21
	16	3.342	0.000	0.000					
17	33	0.523	2.480	0.042					
	2	-0.523	-2.479	0.048					
18	2	3.136	-0.134	-0.048					
	3	-3.136	0.138	0.009					
19	3	6.002	2.728	-0.009					
	6	-6.002	-2.728	0.048					
20	6	8.284	0.446	-0.048					
	7	-8.284	-0.442	0.173					
21	7	10.178	2.335	-0.173					
	fr=0.50		-2.453	-0.190					
	10	-10.178	2.453	0.173					
22	10	8.143	-0.419	-0.173					
	11	-8.143	0.423	0.054					
23	11	5.790	-2.776	-0.054					
	14	-5.790	2.776	0.014					
24	14	3.258	-0.244	-0.014					
	15	-3.258	0.248	-0.055					
25	15	0.894	-2.611	0.055					
	31	-0.894	2.612	-0.093					
34	35	-0.523	-0.112	0.022					
	1	0.523	0.114	-0.039					
35	1	-3.136	2.499	0.039					
	4	3.136	-2.499	0.060					

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REACTIONS for combination 2 (Units: kN, kN*meter)
BS8118 comb 3.6kN Point load

Node	X1	X2	X6
31	0.000	2.456	0.000
33	0.000	2.369	0.000
SUM	0.000	4.825	0.000

STATIC DEFLECTIONS for combination 3 (Units: meter)
BS8118 comb 3.6kN at end

Node	X1	X2	X6
1	-0.00013	-0.00044	-0.0041489
2	0.00000	-0.00022	-0.0051992
3	-0.00003	-0.00083	0.0004659
4	-0.00013	-0.00063	-0.0038270
5	-0.00006	-0.00082	0.0012693
6	-0.00003	-0.00082	0.0004534
7	-0.00007	-0.00070	0.0007024
8	-0.00005	-0.00076	0.0012174
9	-0.00001	-0.00058	0.0011733
10	-0.00007	-0.00068	0.0007364
11	-0.00009	-0.00040	0.0012590
12	-0.00001	-0.00053	0.0012738
13	0.00001	-0.00024	0.0015820
14	-0.00009	-0.00038	0.0012773
15	-0.00010	-0.00002	0.0011447
16	0.00002	-0.00017	0.0016100
31	-0.00010	0.00000	0.0011132
32	0.00002	0.00000	0.0009733
33	0.00000	0.00000	-0.0051485
35	-0.00014	0.00000	-0.0011128
MAX. NODE	-0.00014 35	-0.00083 3	-0.0051992 2

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**BEAM RESULTS for combination 3 (Units: kN, kN*meter)
 BS8118 comb 3.6kN at end**

**BEAM RESULTS for combination 3 (Units: kN, kN*meter)
 BS8118 comb 3.6kN at end**

Bm.	Node	Axial	V2	M3	Bm.	Node	Axial	V2	M3
1	1	-2.602	0.000	0.000	36	4	-4.958	-0.145	-0.052
	fr=0.50		0.000	0.000		5	4.958	0.147	0.014
	2	2.602	0.000	0.000					
2	3	2.942	0.000	0.000	37	5	-4.266	-0.839	-0.014
	fr=0.50		0.000	0.000		8	4.266	0.840	-0.019
	4	-2.942	0.000	0.000	38	8	-3.281	0.145	0.019
3	5	0.979	0.000	0.000		9	3.281	-0.142	0.018
	fr=0.50		0.000	0.000	39	9	-2.439	-0.701	-0.018
	6	-0.978	0.000	0.000		12	2.439	0.701	-0.010
4	7	-1.392	0.000	0.000	40	12	-1.647	0.091	0.010
	fr=0.50		0.000	0.000		13	1.647	-0.088	0.014
	8	1.392	0.000	0.000	41	13	-0.934	-0.624	-0.014
5	9	1.192	0.000	0.000		16	0.934	0.625	-0.011
	fr=0.50		0.000	0.000	42	16	-0.261	0.048	0.011
	10	-1.191	0.000	0.000		32	0.261	-0.047	-0.005
6	11	-1.120	0.000	0.000	51	35	-0.098	-1.037	-0.040
	fr=0.50		0.000	0.000		33	0.099	1.037	-0.086
	12	1.120	0.000	0.000	52	32	0.047	0.261	0.005
7	13	1.008	0.000	0.000		31	-0.045	-0.261	0.027
	fr=0.50		0.000	0.000					
	14	-1.007	0.000	0.000					
8	15	-0.952	0.000	0.000	MAXIMUM		-4.958	4.012	-0.366
	fr=0.50		0.000	0.000	Beam no.		19	17	18
	16	0.952	0.000	0.000					
17	33	1.037	4.012	0.086					
	2	-1.037	-4.012	0.059					
18	2	2.877	2.171	-0.059					
	fr=0.50		-2.619	-0.366					
	3	-2.877	2.621	-0.005					
19	3	4.958	-0.541	0.005					
	6	-4.958	0.541	-0.013					
20	6	4.266	0.151	0.013					
	7	-4.266	-0.147	0.030					
21	7	3.281	-0.838	-0.030					
	10	-3.281	0.838	0.018					
22	10	2.439	0.004	-0.018					
	fr=0.95		0.000	-0.018					
	11	-2.439	0.000	0.018					
23	11	1.647	-0.793	-0.018					
	14	-1.647	0.793	0.007					
24	14	0.934	-0.081	-0.007					
	15	-0.934	0.085	-0.016					
25	15	0.261	-0.758	0.016					
	31	-0.261	0.759	-0.027					
34	35	-1.037	0.098	0.040					
	1	1.037	-0.097	-0.025					
35	1	-2.877	1.936	0.025					
	4	2.877	-1.936	0.052					

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REACTIONS for combination 3 (Units: kN, kN*meter)
BS8118 comb 3.6kN at end

<i>Node</i>	<i>X1</i>	<i>X2</i>	<i>X6</i>
31	0.000	0.713	0.000
33	0.000	4.111	0.000
SUM	0.000	4.825	0.000



Our Reference - litedeck method.doc
823477

HPSS Ltd
Unit 5 Dairycoates Ind. Est.
Wiltshire rd
Hull
HU4 6PA

Tel. 01482 221810
Fax 01482 221735
Mobile 07976

Email hire@hpss.co.uk

Method statement for the Litedeck stage

Litestructures Stage decking System is manufactured from high tensile Aluminium Alloy grade 6005T6. The material has a 0.2% proof stress of 225MN/m². The sections are extruded and comply with BSEN755-2.

The decking frame is constructed through the TIG welding process and is carried out in accordance to specifications laid out in BS3019: part 1: Specification for TIG welding of Aluminium by welders certified to BS:EN:287-2: Approval testing of Welders for Fusion Welding – part 2: Aluminium and it's Alloys.

The deck is made from 19mm standard exterior Birch grade plywood similar to that used on truck platforms. It has a high resistance to point loads and can carry the loads associated with staging.

A set of calculations are available which show that Litedeck exceeds BS6399: part1: 1996: Code of Practice for Dead and Imposed Loads. The calculations are performed to comply with BS8118:1991: Structural Use of Aluminium and BS5268: Structural Use of Timber: part 2: Code of Practice for Permissible Stress Design, Materials, and Workmanship 1984. The staging system as a whole will erect to comply with the IStructE 'Temporary Demountable Structures – Guide on design, procurement & use – 3rd addition 2007.' Sch2 (4) of the Health and Safety (enforcing authority) regulations 1998.

The erection of litedeck structures at entertainment events fall within and compliance to Construction (Design and Management) regulations 2015 (CDM)

Litedeck Stage Method statement

Before arriving on site:

All personnel acting as crew should be trained and competent in the role appointed to them before going on site.

If practical training is being given on site it is the role of the appointed person on site to ensure the trainee receives all safety training necessary.

1. Ensure all relevant documentation and information has been received from the Client
2. Ensure that an assessment of all likely hazards and risks inherent in the construction and deconstruction have been reviewed.
3. Ensure a check has been made of weather conditions and ground conditions for the relevant time period.
4. Be aware of all Safety issues with regards to access to the site.
5. Ensure all relevant equipment is fit for purposes and loaded securely.
6. Ensure all PPE is fit for purpose and loaded.

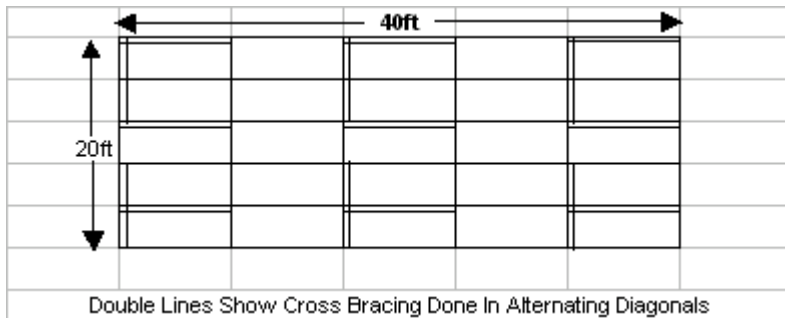
Quotations are calculated on information supplied by the customer, changes to the specifications e.g. timings, number of acts, extra equipment etc. will require changes to costing. Please note nothing in the above constitutes a formal offer to supply the above at the prices stated. All hires are subject to availability at the time of written confirmation. All prices are subject to VAT. All hires are subject to our terms and conditions, copies of which are available on request.

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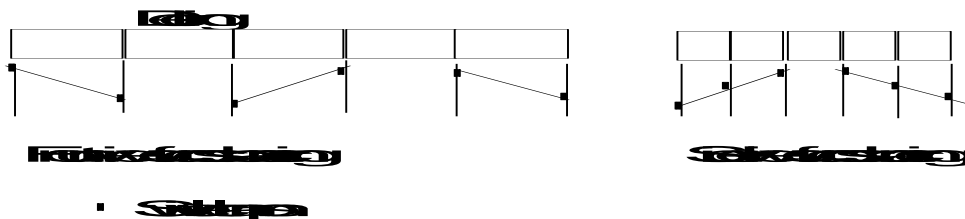
7. Where necessary, survey site for level, slope and ground stability. If building on slope, Calculate maximum and minimum leg lengths bearing in mind the adjustable bases, maintaining at least 50% of base within the leg.
8. If the ground is unstable is it suitable for use, or can it be stabilised with sufficient boarding.
9. If building indoors do not use adjustable bases unless they are required to achieve an exact height.

On arrival

10. Ensure all site safety procedures have been followed and that you are aware of the relevant site personnel
11. Check if any changes to the load conditions which may affect the structure have been made which may exceed the safe working parameters of the structure.
12. The area of construction will be clear and secured from access of members of the public
13. Ensure that instruction has been received as to the welfare facilities on site.
14. Check the area before off-loading transport.
15. Ensure vehicle is in a safe and secure condition before construction commences.
16. Start construction from the highest ground point with adjustable bases set to minimum
17. Check all components again for wear and tear as they are used, there are spares of everything **do not** use any suspect parts.
18. Place ground boards under each leg with appropriate leg length and adapter plate if used.
19. Level and bolt each deck to its adjacent pieces, with two high tensile bolts per joint, as it is placed, this squares up the structure.
20. Once all decks are in place check all legs are still vertical and all decking is bolted together
21. Tighten all leg bolts, adapter bolts and between deck bolts.
22. When the stage is greater than 1.2m tall or is using adjustable bases, lay out cross bracing in accordance with below diagram expand as necessary.



23. Attach the cross bracing using scaffolding clamps in a diagonal pattern alternating direction as below. Each row is alternated with its adjacent rows, front to back braces are attached to three legs.



24. Check all Clamps and decking bolts and leg bolts are tightened
25. The structure should now be rigid. Check that it is. If not check all bolts and clamps are tight and legs are stable.

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26. if necessary (stages 1 m or over) bolt the rear hand rails to the stage bolting the handrails together
27. Attach the rear steps using all clamps, level the steps and check for stability.
28. Attach skirting if required
29. Clean and clear the area from all debris and waste.
30. Ensure client has received the sign off sheet and completed a copy for HPSS Ltd files.
31. Remind the client that the electrician supplied by them should earth bond the stage according to the signed booking form if this has not be complied with.
32. Ensure any other documentation has been completed as instructed.

On Departure

33. Ensure site is safe and secure to commence break down and removal of decking.
34. The area of de construction should be clear of all members of the public and segregated from them.
35. The area should be well lit and free from any moving vehicles
36. PPE will be worn and any trainee instructed on hazards and safe systems in place before commencing de-rig.
37. Ensure the vehicle is in a safe and secure position for reloading
38. Reverse the build process ensuring each part is checked for wear and tear before loading and marking for repair on arrival at unity, should a part be found to be faulty.
39. Ensure all bolts legs etc are returned to a safe travelling condition in the transport
40. Once all parts are loaded back onto the transport check the site for any loose, lost equipment
41. Remove any debris and rubbish into the site waste containers supplied.
42. Check again for any parts which may be left behind.
43. Inform site personnel that you are loaded and ready to leave.
44. Leave site at the regulated speed and when safe to do so.

Quotations are calculated on information supplied by the customer, changes to the specifications e.g. timings, number of acts, extra equipment etc. will require changes to costing. Please note nothing in the above constitutes a formal offer to supply the above at the prices stated. All hires are subject to availability at the time of written confirmation. All prices are subject to VAT. All hires are subject to our terms and conditions, copies of which are available on request.

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North East



Medical Services

Medical Plan

In With a Bang

1st January 2017

Introduction

In With a Bang is the launch event for Hull's City of Culture 2017, a family friendly firework display with free ticketed entry. All tickets have been assigned. There will be a pre-show 45 minutes in advance of the display involving music and on-screen content.

Objective

North East Medical Services are on site to provide emergency first aid and medical treatment & evacuation to members of the public, and event staff. North East Medical services will be on hand to cover the immediate event area and any event related incidents within the footprint of the event.

Attending Agencies

Medical teams will be working in conjunction with the City of Culture 2017 and Gary Beestone Ltd who will be providing event stewards and security services throughout the event.

Timings

All medical teams should be on site by 18.00 on the day of the event.

The event area opens to the public at 18.00.

Pre-show content begins at 19.30.

The fireworks display begins at 20.17, ending at 20.29.

Public egress begins 20.30, the site should be entirely clear by 21.00.

Communications

Radio communication will be used during the event, via the repeater. The repeater channel will be the primary channel for all medical staff.

Radios have been checked prior to the event and signal strength was loud and clear. However if there are any communication issues, all communication will be ordered to personal mobile phones by the Duty Manager.

Earpieces and ear defenders will be available to counter the effect of working in loud environments.

Radio checks should be carried out by all radio users at the start of their shift and regularly throughout the event.

Welfare

All medical staff are, without exception, to work in a minimum of pairs, each team having a radio. Teams must conduct a dynamic risk assessment when approaching casualties and relay any relevant information to the control room. Where a situation is felt to be hazardous, medical staff are to withdraw to the nearest place of safety and contact the Duty Manager via control for direction.

Level of cover

Minimum level of cover based on the NARU risk assessment with an expectation of a maximum crowd of 27,161:

3 Ambulances with paramedic crews

4 Emergency Care Attendants/ Event Technicians

18 First Aiders

2 Doctors

4 Nurses

1 Medical Manager

1 Radio Controller

Cover provided:

3 Paramedic crewed ambulances, 2 medical centres staffed by 1 doctor, 2 nurses and a deployable team of 2 EMTs with BLS capability, plus 9 mobile First Aid teams.

Area of responsibility

North East Medical Services staff will respond to medical emergencies within the event footprint as specified by the map. Transport to the Emergency Department is at the discretion of the HCPs on site, coordinating with the Medical and Event Manager to ensure adequate cover of the site at all times.

Access and Egress routes

The event area will be a pedestrian only zone, with access and egress for Emergency Vehicles shown on the attached map.

If it becomes necessary to evacuate casualties from heavily populated areas, response teams will extricate the patient using the variety of casualty handling equipment available to them and take them to the nearest Medical Centre.

Equipment

Deployed at the event will be the following:

3 x Emergency Ambulances with Paramedic Crews

2 x EMT teams with BLS equipment

9 x First Aid Teams with first aid kit

2 x Wheelchairs

2 x Carry sheets will be available

One medical centre will be located in Zone A, near the junction of Wellington Street and Minerva Terrace or as directed by the Event Manager

One medical centre will be in Zone B, near the junction of Railway Street and Wellington Street West, or as directed by the Event Organiser

One ambulance will be located at Queen Street and Wellington Street

One ambulance will be located at Wellington Street West, near Humber Quays

One ambulance will be located at Humber Dock Street, where it can be redeployed as needed.

The First Aid Teams will provide a mobile response patrolling all areas of the event ground on foot. The teams will be divided between all areas of the event, ensuring adequate cover at all times, with teams on Humber Place, Minerva Terrace, Minerva Pier, Nelson Street, Humber Quays, Island Wharf and Freedom Quay. Additional teams may be considered for the accessible viewing platform and the accessible area.

Casualties

Minor casualties will be treated and discharged on scene with appropriate self care advice and advice to attend the ED, walk in centre or GP by their own means where appropriate. Patients requiring additional input or intervention but are classed as walking wounded or those that can be transported via wheelchair will be taken to the nearest Medical Centre by the attending First Aid team or responding EMT team.

Any patient that is identified as warranting further treatment but is not able to be safely moved to a medical centre will be attended by a North East Medical Services Emergency Ambulance crew. If deemed appropriate, the crew will transport the patient to the nearest Medical Centre. If the Paramedic deems it necessary, the crew will transport the patient to Hull Royal Infirmary, coordinating with the Medical Manager to ensure adequate cover remains on site. If necessary Yorkshire Ambulance Service may be requested via 999 to transport patients.

If at any point a medical emergency is reported to the control room by a member of the public or event staff, the Event Manager will coordinate the appropriate response. Messages will be sent via the radios in the clear. During such an emergency PRIORITY MESSAGES ONLY should be passed.

Major Incidents

In the event a major incident is declared, this will be explicitly announced over the radio using the phrase “major incident declared”. At this point it is essential to maintain radio silence and await further instruction from the event manager.

During the event, a public address system will be used to quickly pass information to all event staff. Full details of the Emergency announcements can be found in the Event Management Plan.

A declaration of a major incident will come from the Event Safety Officer.

Evacuation of the event will be coordinated by the Event Safety Officer and medical staff will support stewards in evacuating the event grounds and triaging & treating casualties as required.

In the event of a major incident, North East Medical Services staff will come under the control of Yorkshire Ambulance Service until they are stood down.

Contacts

North East Medical Services Head Office 014182 242300 info@ne-medical.co.uk

Duty Manager Magnus Druitt 07847255135 magnus@ne-medical.co.uk

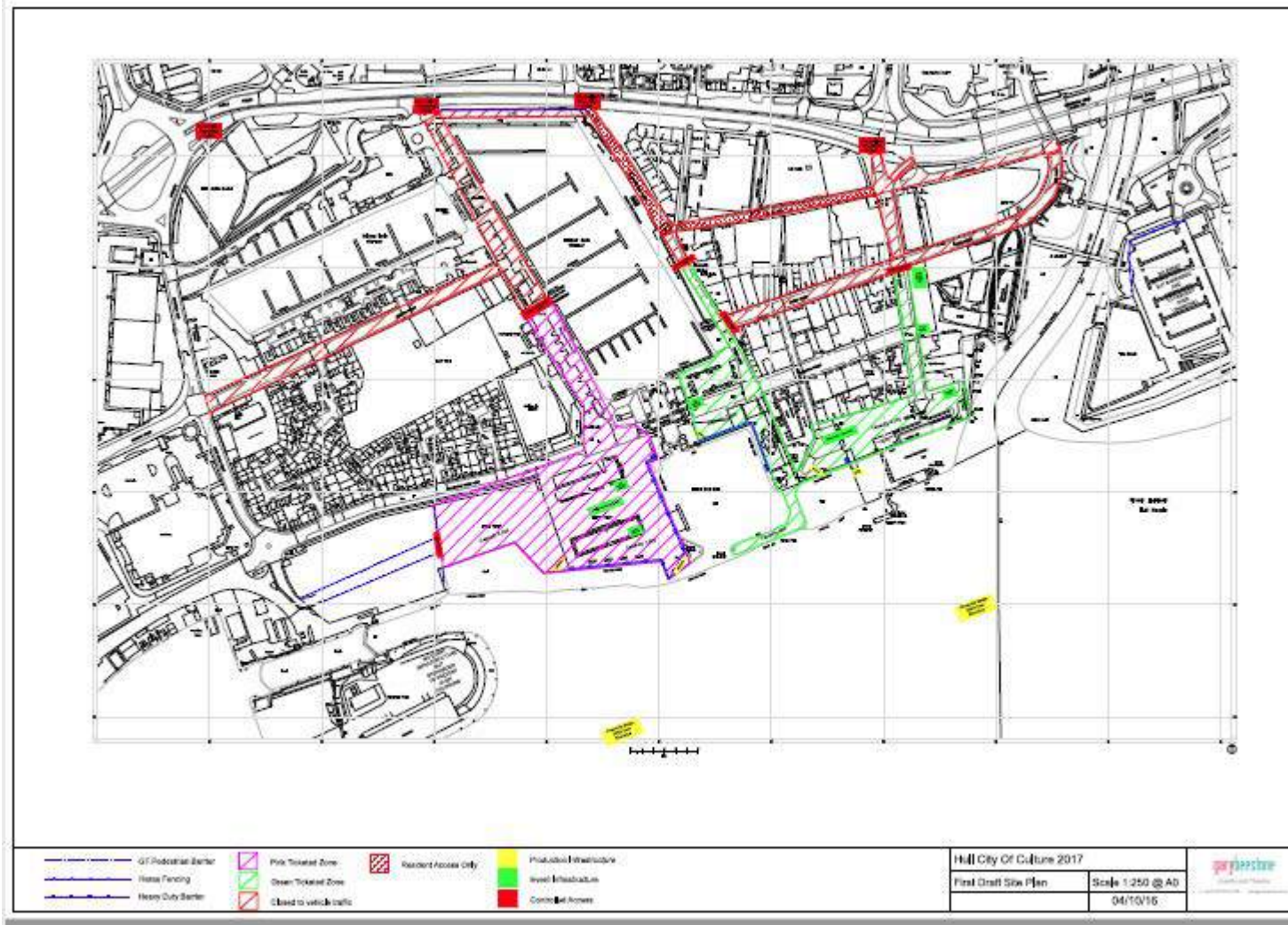
Risk Assessment				Safety Plan		
What are the hazards	Who might be harmed and how	What controls are currently in place	What further action is required on the day	Action by who	Action by when	When completed
Assessment of appropriate medical cover	Spectators, event staff, volunteers, member of the public.	First aid, ambulance and medical provision in accordance with the NARU Guide	See Medical Plan	Medical Staff	Prior to start of event	
27,000+ spectators expected.	Spectators, event staff, volunteers, member of the public.	Medical planning based on the maximum number likely to attend.	See Medical Plan	Medical Staff	Prior to start of event	At end of event
Check availability of A&E hospital to receive casualties from event.	Spectators, event staff, volunteers, member of the public.	Hull Royal Infirmary informed of event	Treatment Marquees to be provided to allow for treatment and observation.	Medical Staff	Prior to start of event	
Availability of local NHS ambulance service to attend & evacuate casualties	Spectators, event staff, volunteers, member of the public.	Yorkshire Ambulance Service informed of event	Ambulance Service will be called if necessary	Medical Staff	Prior to start of event	

Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment
Capability to deliver a minimum of BLS plus AED response within 8 minutes of receipt of report of injury by event or medical team.	Spectators, event staff, volunteers, member of the public.	Emergency ambulances available with Paramedic crews. Doctors on site.	Paramedic and Doctor/nurse teams available on site. All staff are trained in a minimum of BLS, with 2 AEDs on site for the duration of the event, alongside Emergency Ambulances.	Medical Staff	Prior to start of event	At end of event
Ensure medical provisions in place before start of the event.	Spectators, event staff, volunteers, member of the public.	Medical staff to report to first aid manager on arrival prior to start of event. Contact numbers exchanged between staff prior to event to ensure communication	Medical Manager to report to event organiser at least 30 minutes before start of event.	Medical Staff	Prior to start of event	At end of event
Road traffic	Spectators, event staff, volunteers, member of the public.		All staff to wear Hi visibility clothing. Road closures in effect for the duration of the event.	Medical Manager Event Organiser	Prior to start of event	At end of event

Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment
Ensure effective reporting of casualties by Stewards and other staff.	Spectators, event staff, volunteers, member of the public.		Stewards and Security staff located around the event area. All staff to be aware of procedures for contacting First Aid staff.	Medical Staff	Prior to start of event	At end of event
Injury reporting		All medical staff to notify medical control as soon as initial contact is made with patient and when patient leaves their care. Medical control to notify Event Manager of any serious casualties or hospital transfers at the earliest opportunity on race day.	All event staff and volunteers to be briefed on the location of first aid posts and medical staff.	Medical Manager Event Organiser	Prior to start of event	At end of event

Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment
Debrief and report		Written summary of casualties to be provided at the end of event.	Medical controller to hold post event medical staff de brief	Medical Staff		At end of event
Extreme weather	Spectators, event staff, volunteers, member of the public.	Foil blankets carried by First Aid and Medical Staff.	Extra space blankets to be provided on vehicles and first aid posts.	Event Organiser Medical Staff	Prior to start of event	At end of event
Clinical waste	Spectators, event staff, volunteers, member of the public, medical staff		Clinical waste bags provided in all medical bags. Sharps containers located in first aid rooms and with any sharps	Medical Staff	Prior to start of event	At end of event

Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment	Safety Plan	Risk Assessment
Infection Control	Spectators, event staff, volunteers, member of the public, medical staff	All medical staff trained according to company infection control policy	Personal Protective Equipment (PPE) including gloves, aprons, face shields and aprons available to all staff. Spillage clean up kits available on vehicle, and in first aid posts.	Medical Staff	Prior to start of event	At end of event
Major Incident	Spectators, members of the public, event staff, medical staff		All staff to follow instruction from Medical Manager in liaison with Event Manager	Medical Staff	Prior to start of event	At end of event



Medical Plan – In With a Bang 2017

North East Medical Services

10 March 2016

Proof of Insurance Verification

Dear Sirs

We are Insurance Brokers for **Opelwood Ltd t/as North East Medical Services** and are pleased to summarise the details of their current insurance arrangements as follows.

Policyholder : Opelwood Ltd Tas North East Medical Services

Address : Melton Court, Gibson Lane, MELTON, North Ferriby, HU14 3HH

Business Description : Private Ambulance and Domiciliary Care Provider

Employers Liability			
Policy Number	HU PI6 9134512	Insurer	Hiscox Insurance Company Ltd
Renewal Date	17/03/2017	Indemnity Limit	£10,000,000 but £5,000,000 in respect of offshore exposure and terrorism

Public Liability			
Policy Number	HU PI6 9134512	Insurer	Hiscox Insurance Company Ltd
Renewal Date	17/03/2017	Indemnity Limit	£5,000,000
Excess	£250		
Products Liability Limit	£5,000,000 In the aggregate		

Medical Malpractice (inc Professional Indemnity)			
Policy Number	HU PI6 9134512	Insurer	Hiscox Insurance Company Ltd
Renewal Date	17/03/2017	Indemnity Limit	£5,000,000
Basis	In the aggregate	Excess	£2,500

Yours faithfully



Claire Pitcher
Broking Technician
claire.pitcher@ktib.co.uk
 Tel : 01603 218250

All of the details stated are subject to the full terms and conditions of the policy wording, a copy of which is available upon request. The information given is a summary of cover in force at the time of writing and does not reflect any changes that may occur during the year (cancellation or mid-term alterations). We therefore provide this information in good faith and we cannot accept any liability whatsoever for any negligent act, error or omission which may result in any recipient of this summary suffering loss, damage or expense.

Mem No.
12298

COSHH Risk Assessment For Shoot the Bull



Hazard	Who would be at risk	Risk	How could we control / minimise the risk	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective Action Required	To be Completed by Who	Date complete
Cleaning Chemicals.	All staff working on Trailer / van / unit / kitchen	<p>a) Skin Irritation or burns.</p> <p>b) Inhalation of fumes.</p> <p>c) Poisoning through ingestion.</p>	<p>a) Change cleaning chemical.</p> <p>b) Issue protective clothing, in particular goggles and gloves.</p> <p>c) Training.</p> <p>a) Change cleaning chemical.</p> <p>b) Issue additional protective clothing and mask.</p> <p>a) Strictly forbid the decanting of cleaning chemicals into other containers.</p> <p>b) Ensure spillages are cleaned up, and that residues are dried prior to any food preparation.</p> <p>c) Ensure airborne residue from sprays and aerosols are settled and dried prior to food preparation.</p>	<p>a) Maintain dialogue with cleaning chemical suppliers to see if safer alternatives are available.</p> <p>b) Pre work check to see that protective clothing is suitable and available.</p> <p>c) Ensure COSHH sheets are read and understood by staff and managers and risks assessed as being acceptable.</p> <p>d) Training.</p>			
Generator (if used) Fumes	All staff working on trailer / van / unit	<p>a) Inhalation of exhaust fumes.</p> <p>b) Inhalation of fuel fumes when filling and refuelling. Including vehicles where applicable.</p>	<p>a) Ensure generator is sited far enough away from the unit and not adjacent to doors or hatches.</p> <p>b) Do not stand directly over the point where fuel is being poured or pumped.</p> <p>c) Ensure that vehicle exhaust is routed away from the cooking / serving area.</p>	<p>a) Training.</p> <p>b) Inspection by manager/ owner prior to start up.</p>			
Cooking Fumes.	All staff working on trailer / van / unit	<p>a) Inhalation of cooking fumes.</p>	<p>a) If required the installation of a mechanically ventilated extractor.</p>	<p>a) Check to see if fumes from material being cooked and fats being used are carcinogenic or a lung irritant.</p>			
Fumes from appliances.	All staff working in unit.	<p>a) Inhalation of equipment combustion gases.</p>	<p>a) All equipment must be CE approved.</p> <p>b) All equipment must be serviced regularly by a competent person.</p> <p>c) No equipment should be used without adequate ventilation of the unit.</p>	<p>a) All units must have an annual gas / electric inspection.</p> <p>b) Adequate training and reviews.</p> <p>c) Regular inspection of equipment and processes.</p>			

Date Completed:	Date To be Reviewed:	Responsible Person	Address
05/Jan/2016	05/Jan/2017	Chris Harrison	18 Munstead Way, Brough, East Riding Of Yorkshire, HU15 1FN

Please Note – This is a pro forma document, by using it you confirm that you have both read it, and that it is a reasonable assessment of the risks involved in your business. Spaces are left for you to add your individual risks if they are not included above - Copyright © Nationwide Caterers Association

If you employ more than 5 persons then you have a legal obligation to prepare and bring to the notice of all employees a written statement of your policy with respect to the health and safety of your employees.

Date Completed:	<u>05/Jan/2016</u>	Date To be Reviewed:	<u>05/Jan/2017</u>
	(Hereinafter referred to as the 'effective date')		(Hereinafter referred to as the 'review date')
Company Name:	<u>Shoot the Bull</u>		
Company Address:	<u>18 Munstead Way, Brough, East Riding Of Yorkshire</u>	Post Code:	<u>HU15 1FN</u>
	(Hereinafter referred to as the 'organisations address')		
Responsible Person:	<u>Chris Harrison</u>		
	(Hereinafter referred to as the 'responsible person')		

This policy document applies to employment with the Organisation operating from the 'organisations address' and all other sites of ' the organisation' that you may be asked to work at from time to time.

This policy applies to all staff regardless of position or seniority.

1. Policy Statement

1.1 It is the Organisation's intention to provide and maintain a healthy and safe working environment for all its employees and for others who work on the Organisations business. As well as ensuring that all that is reasonable and practicable is done to prevent personal injury and to comply with the duties laid upon the Organisation as employer under the Health and Safety at Work etc. Act 1974 and any accompanying regulations.

2. Objectives

2.1 The Organisation will ensure that management and staff are aware of and accept their individual and collective responsibilities in the care of health and safety of themselves and others.

2.2 All members of management and staff are expected to co-operate in the carrying out of this policy and the Organisation will encourage full participation of all employees in matters concerning health and safety within the Organisation.

2.3 The Organisation will identify and eliminate or control any situations likely to be hazardous to health and safety or cause damage to persons and/or equipment.

2.4 The Organisation is responsible for providing the necessary resources for the implementation of health and safety legislation and the objectives identified in this policy.

3. Responsibility for Health and Safety Matters

3.1 The overall responsibility for the implementation of this policy in health and safety matters rests with the responsible person who will be required to do all that is reasonably practicable to meet the health and safety standards laid down in this policy and in legislation and to implement and carry out the policy and its aims set out in this document under the guidance of senior management.

3.2 The responsible person will identify any necessary preventative and protective measures and prioritise the actions necessary to comply with the relevant legislation and ensure that all staff are aware of the procedures relating to accident or sickness.

3.3 The additional responsibilities of the responsible person shall include:

- Updating the Health and Safety Rules
- Ensuring that all new members of staff are aware of this policy and any rules.
- The systematic assessment of all risks to staff, visitors and others using the Organisation's premises.
- Provide training and re-training where necessary for staff on health and safety matters.
- Ensure that all staff are fully trained to discharge their duties.
- Investigate all accidents.
- Advise managers on safety policies.
- Oversee safety inspections by the Health and Safety Executive and ensure the Organisation's premises comply with the minimum requirements.
- Co-operate with the local Fire Authority and take adequate steps for fire prevention.
- Ensure all staff are made aware of the Safety Regulations in the event of a fire.
- To ensure that fire fighting equipment is sufficient for the purpose and regularly serviced.
- Provide a First Aid box and ensure it is adequately stocked at all times.
- Maintain records of accidents and sickness in the Accident Register.
- Carry out reporting procedures relating to Health and Safety as required by Statute and the Health and Safety Executive and

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8	05/Jan/2016	
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other authorities.

- Implement recommendations of risk assessments identified within the Organisation.

4. The Responsibility and Role of Employees

4.1 Whilst the duty to ensure compliance with Health and Safety matters remains with the responsible person, management and staff are expected to take care of the health and safety of their fellow employees and visitors under their immediate supervision. All members of staff are expected to observe all hazards and all accidents involving injury which should immediately be reported to their manager/supervisor or responsible person and be recorded in the accident sickness register.

4.2 Every member of staff must acquaint themselves with the rules governing health and safety within the Organisation and in addition ensure the following:

- Report any faulty or hazardous fixtures, fittings, furniture or equipment.
- Do not attempt to repair faulty electrical equipment.
- Switch off electrical and gas equipment before leaving the area.
- Report all accidents involving injury to their manager or supervisor or responsible person and ensure that they are recorded in the accident / sickness register
- Keep all areas free of obstructions.
- Observe all rules and procedures relating to evacuation of premises during an emergency.
- Ensure the work area is kept clean and tidy.

5. Emergency Procedures

5.2 In the event of an emergency during trading, all employees are to follow the procedures set out below:

1. On site of a fire or other appropriate warning, leave the area immediately shutting off the gas emergency isolation valve if possible
2. If possible without risking your safety shut off the gas bottle valves
3. Do not risk your personal safety in recovering any personal items or belongings
4. Distance yourself from the catering unit and warn other traders and the public in the immediate vicinity
5. Call the fire brigade on 999 – notify the event organiser if applicable
6. Do not re-enter the catering unit until you have been advised that it is safe to return.

6. Stress in the Workplace

1. The Organisation recognises and accepts its responsibility to alleviate any excessive pressure or demands placed on employees, which might cause them to suffer stress, which has a detrimental effect on their health. This does not include normal and reasonable pressures associated with a job, which an employee should be able to manage appropriately.

7. Employment of persons under 18 years old and expectant mothers

1. A separate health and safety risk assessment will be carried out by a responsible person if either under 18yr olds or expectant mothers are employed.

8. Date of Implementation

This policy is effective from the effective date and shall not apply to any actions that occurred prior to this date.

9. Alteration of this policy

This policy will be subject to change and updating as and when required after regular review

Section No.	Date of Issue	
8	05/Jan/2016	
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FIRE SAFETY RISK ASSESSMENT

FOR

The Pizza Kitchen

Membership Number **14773**

Responsible Person - **Sarah Rowland**

Unit Name	Creation Date	Next Renewal Date
The Pizza Kitchen	22/Nov/2016	07/Apr/2017

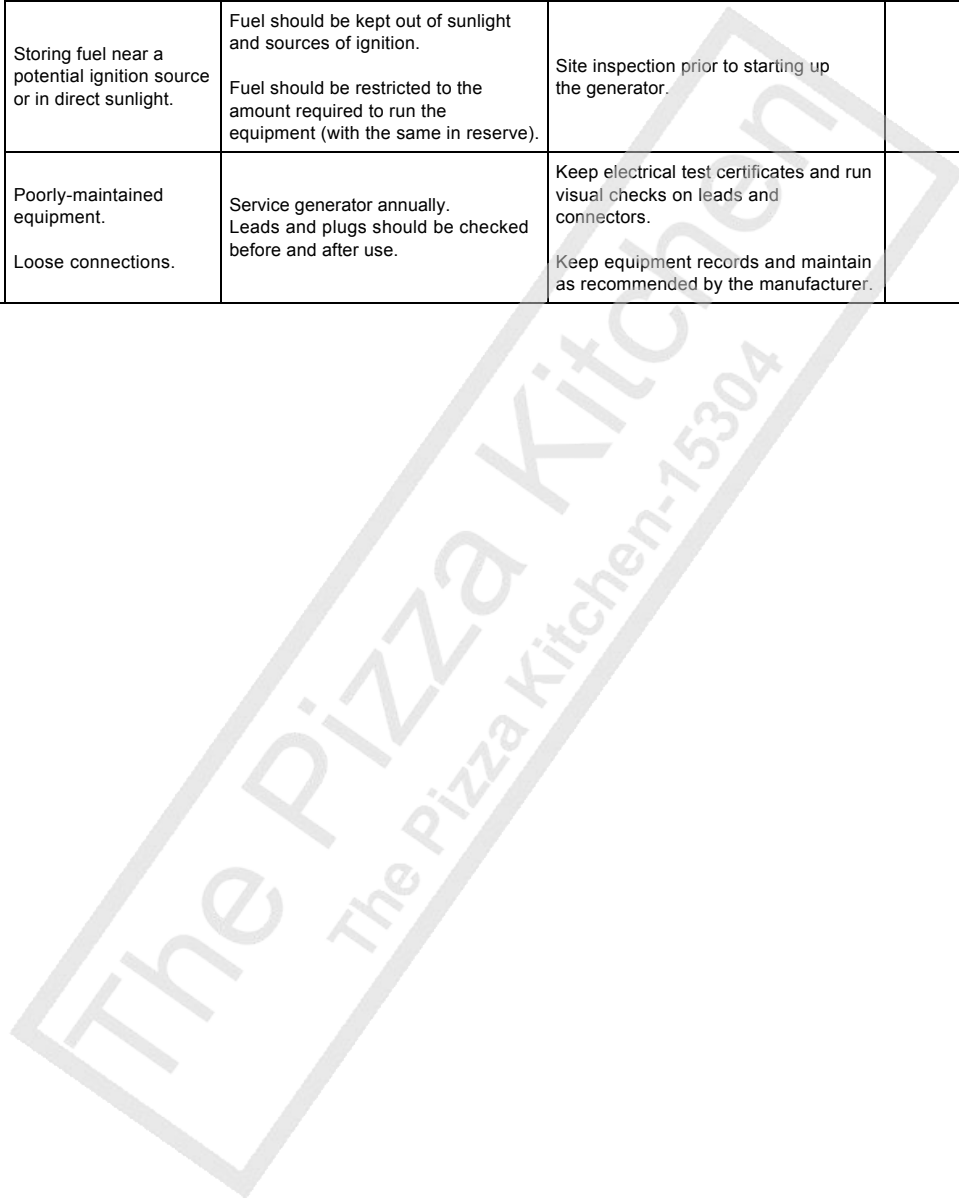
As part of managing the fire safety in our business we understand that we must understand and control the risks in our workplace. To do this we have thought about what might cause harm to people and documented it in this risk assessment and have attempted to take reasonable steps to prevent that harm.

This should be inserted in Section 9 of your Due Diligence Folder

Generators

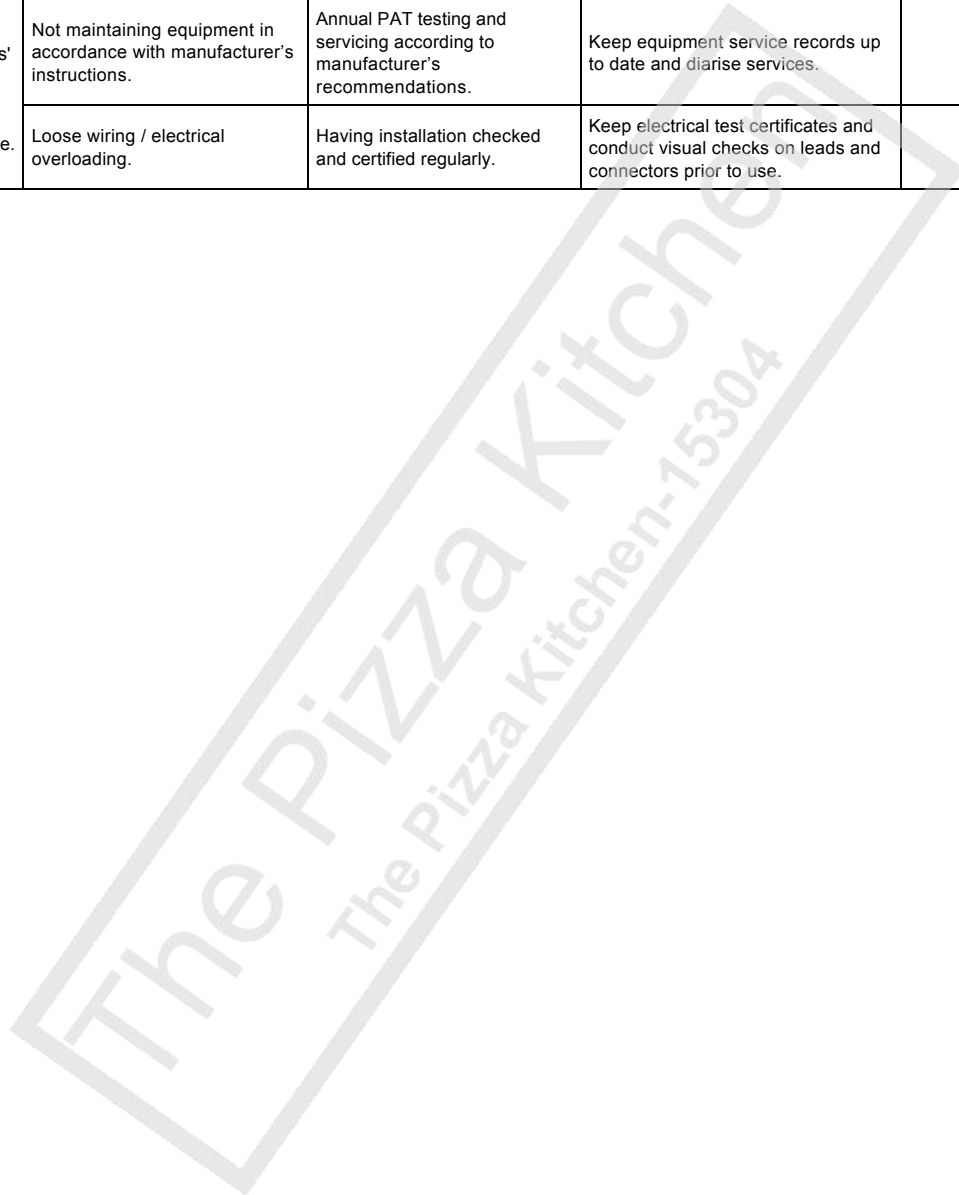
Generators

Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Generators - source of ignition.	Staff.	Refuelling when running or hot.	Use diesel or LPG-powered generators.	Check before commencement of event that there is enough fuel to last through the service.		
	Public.		Train a responsible person and give them refuelling task.			
	Damage to your equipment.	Siting on unlevel ground.	Ensure level position before starting.	Conduct training on a regular basis.		
	Damage to other traders' equipment.	Storing fuel near a potential ignition source or in direct sunlight.	Fuel should be kept out of sunlight and sources of ignition.	Site inspection prior to starting up the generator.		
	Damage to infrastructure.		Fuel should be restricted to the amount required to run the equipment (with the same in reserve).			
	Poorly-maintained equipment. Loose connections.	Service generator annually. Leads and plugs should be checked before and after use.	Keep electrical test certificates and run visual checks on leads and connectors. Keep equipment records and maintain as recommended by the manufacturer.			



Heating equipment

Heating Equipment						
Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Heating equipment's source of ignition	Staff.	Equipment sited near to flammable materials.	Do not site near any flammable material.	Survey site prior to use and inspect regularly.		
	Public.					
	Damage to your equipment.	Using equipment in areas or ways not suitable according to manufacturer's instructions.	Only use and install as per manufacturer's instructions. Ensure adequate ventilation.	Provide appropriate training and appoint responsible persons.		
	Damage to other traders' equipment.	Not maintaining equipment in accordance with manufacturer's instructions.	Annual PAT testing and servicing according to manufacturer's recommendations.	Keep equipment service records up to date and diarise services.		
Damage to infrastructure.		Loose wiring / electrical overloading.	Having installation checked and certified regularly.	Keep electrical test certificates and conduct visual checks on leads and connectors prior to use.		



Electrical equipment

Electrical Equipment						
Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Electrical equipment's source of ignition.	Staff. Public.	Faulty wiring of installation or appliance, i.e. loose cables or connectors.	Annual electrical inspection and certification.	Keep equipment service records up to date.		
	Damage to your equipment.	Cable chaffing due to incorrect installation. No RCD fitted.	PAT testing on either 6 or 12 month cycle according to appliance type.	Keep electrical test certificates for 3 years. Conduct daily visual checks on leads and connectors.		
	Damage to other traders' equipment. Damage to infrastructure.	Overheating appliances due to insufficient ventilation or excessive/incorrect use.	Training on how appliances should be used and for what purpose. Ensuring that equipment is fit for purpose.	Check plug temperatures. If they are running hot, turn them off and reconsider the loads being applied.		
		Extract canopies not being interlocked with equipment.	Interlocking and ventilation are a legal requirement and will be looked at as part of the annual inspection process.	Keep equipment service records up to date. Keep electrical test certificates for 3 years.		

The Pizza Kitchen

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Combustible materials

Combustible materials

Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Sources of ignition.	Staff.	Packaging / fuel / cooking oil / waste stored incorrectly.	Don't allow waste packaging to accumulate. Keep it tidy and away from the public and ignition sources like generators.	Visual checks before and during service to ensure that waste packaging is not accumulating in an unsafe place.		
	Public.					
	Damage to your equipment.	Incorrect disposal or storage of waste packaging.	Training and vigilance.	Visual checks to ensure supplies are stored correctly away from heat sources.		
Damage to other traders' equipment.		Arson.				



Firefighting equipment

Firefighting Equipment

Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom.	Corrective action required	Date corrective action carried out and by whom
Spread of fire.	Staff. Public.	Lack of / incorrect firefighting equipment.	Provide correct and suitably-sized fire extinguishers.	Regular checks to ensure all firefighting equipment is fit for purpose and positioned correctly.		
	Damage to your equipment.	Out of date firefighting equipment.	Keep a fire extinguisher maintenance programme.	Equipment register showing that fire extinguisher maintenance is carried out (and instructing when it should be).		
	Damage to other traders' equipment.	Lack of training in use of firefighting equipment.	At least one person on shift should be trained in firefighting equipment use.	Review the training register and keep it up to date.		
	Damage to infrastructure.	Unclear or non-existent evacuation and notification procedures.	Provide an evacuation procedure and notice.	Training and annual review of risk assessment.		



Smoking

Smoking

Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Fire.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Smoking materials to be excluded from the workplace.	Don't allow smoking near combustible materials or fuel. Don't allow smoking within 3m of the workplace. Designate a smoking area where possible.	Ask staff to complete a health questionnaire prior to employment and keep records up to date. Provide training with regard to responsible smoking and extinguishing of cigarettes.		



Charcoal barbecues and woodfired ovens

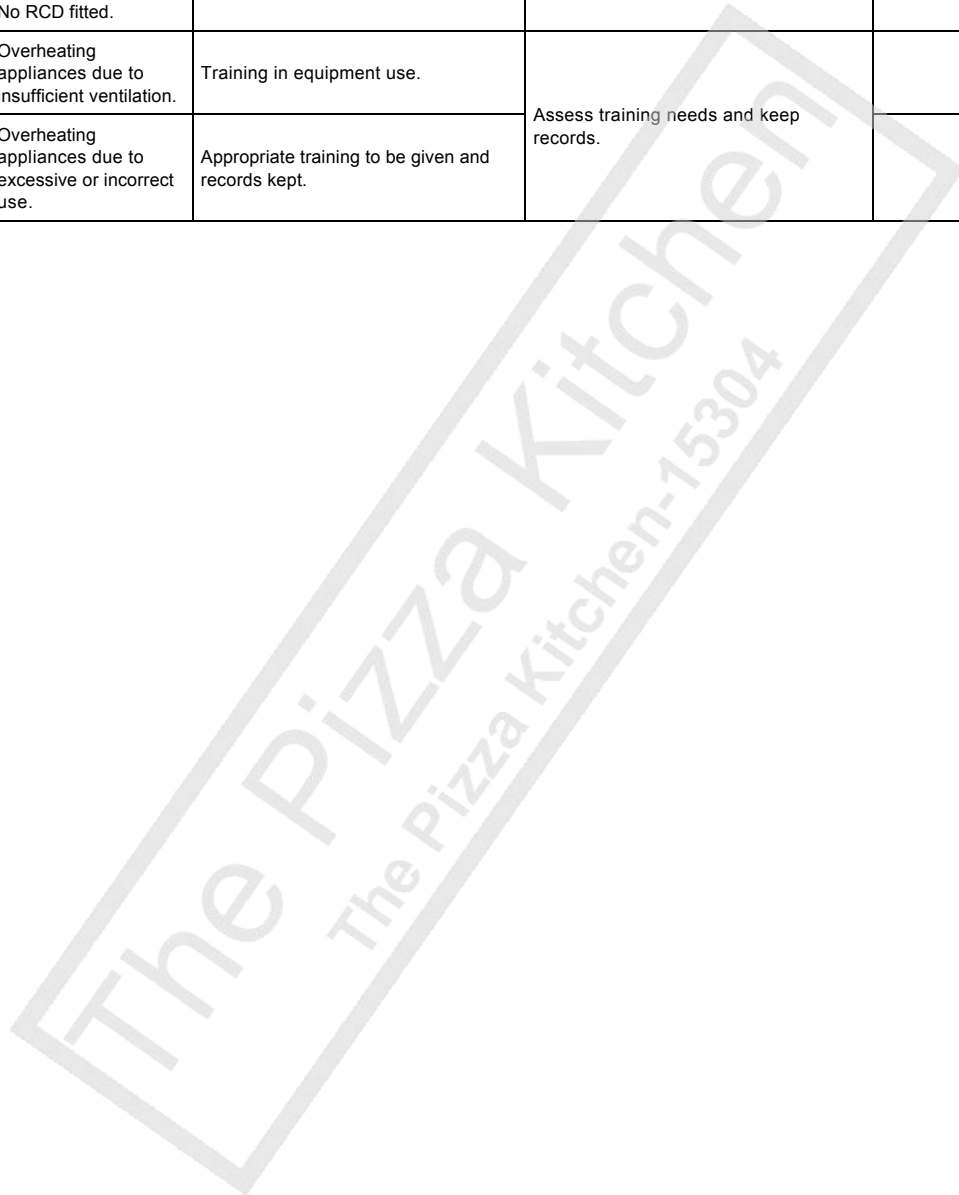
Wood Fired Ovens

Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Fire.	Staff. Public. Damage to your equipment. Damage to other traders' equipment. Damage to infrastructure.	Flare-up from using incorrect fuels to ignite wood.	Methods of lighting should not include fuel oils. Choose products with lower fat content.	Correct use of materials.		
		Cooking with products with a high fat content.	Provide training in setting up, igniting, cooking and disposing of wood embers.			
		Incorrect disposal of hot embers.	Dispose of hot embers in a fire box or a lidded bucket and douse on site.	Ensure equipment for disposal is available.		
		Placing cooking units too close to combustible materials.	Staff training and monitoring.	Staff training and reviews.		
		Unstable or uneven siting.		Visual checks to ensure siting is correct.		
		Flying embers. Poor flame control.	Always be conscious of wind direction and surrounding conditions.	Provide a wind barrier to prevent excessive smoke and flames.		
Asphyxiation through smoke inhalation.	Using the equipment in an enclosed structure.	Wood fire oven not used in a closed structure.	Staff training and reviews.			

All-electric carts, bikes and vehicles

All-Electric Carts, Bikes & Vehicles

Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Electric shock.	Staff.	Faulty wiring within unit.	Annual electrical inspection and certification.	Keep equipment service records and test certificates up to date.		
	Public.	Loose cables or connectors.				
	Damage to your equipment.	Cable chaffing due to incorrect installation.	PAT testing where applicable on either a 6 or 12 month cycle according to electrical regulations.	Visual checks on leads and connectors prior to each use.		
	Damage to other traders' equipment.	No RCD fitted.				
Fire.	Damage to infrastructure.	Overheating appliances due to insufficient ventilation.	Training in equipment use.	Assess training needs and keep records.		
		Overheating appliances due to excessive or incorrect use.	Appropriate training to be given and records kept.			



Delivery/towing vehicles

Delivery / Towing Vehicles

Hazard	Who / what would be at risk?	Cause of risk	How could we control / minimise the risk?	Checks to be put in place to ensure that the risks are minimised and by whom	Corrective action required	Date corrective action carried out and by whom
Fire.	Staff.	Leaking fuel or fuel fumes.	Vehicles should not be refuelled on site.	Maintain and keep driver records for 3 years.		
	Public.		If the site or access is difficult, the underside of vehicle should be checked after arrival on site to ascertain if any damage has been done to the fuel/ exhaust system that could constitute a fire hazard.	Make drivers responsible for checking the condition of the vehicle prior to every use. Use a daily checklist if applicable.		
	Damage to your equipment.	Electrical fault or loose / damaged battery connections.	Vehicles should have valid MOT and service history.	Keep vehicle records for a minimum of 3 years.		
	Damage to other traders' equipment.		Gas and electrical systems should have an annual safety check and be certificated by a competent person.	Keep electrical and gas safety check documents for 3 years.		
	Damage to infrastructure.					

The Pizza Kitchen

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FOOD SAFETY RISK ASSESSMENT

FOR

The Pizza Kitchen

Membership Number **14773**

Responsible Person - **Sarah Rowland**

This includes a prep kitchen

Food Types	Equipment	Creation / Next Renewal Date
Pizza, soft drinks, Wood Fired Pizza	Cool Boxes, Dough Roller, Fridge, Hot Water Heater (plumbed in), Wood Fire Pizza Oven	Creation: 22/Nov/2016 Next Renewal Date: 07/Apr/2017

This Hazard Analysis is based on HACCP principles in order to comply with The Food Safety and Hygiene (England) Regulations 2013 and similar regulations in Wales and Scotland.

All hazards have been defined as either Control Points (CP's) or Critical Control Points (CCP's). The hazards shown as CCP's require particular attention and monitoring as they represent the biggest risk to public health & safety.

The Analysis has two parts:

- The process flow diagram
- An analysis for each of the hazard highlighted by the process flow diagram from the point of purchase through to handing to a customer

Any questions related to this assessment should be addressed to the owner in the first instance

This should be inserted in Section 1 of your Due Diligence Folder

Collection from Suppliers

(Ambient i.e. not chilled or frozen, Chilled i.e. kept in the fridge or chiller)



Storage

(Ambient i.e. not chilled or frozen, Chilled i.e. kept in the fridge or chiller)



Transport

(Fridges and cool boxes (e.g. fridge van or separate fridge/cool box in a van), Ambient transport (e.g. in a trailer or van))



Preparation

(Preparation of both ready to eat and raw foods)



Cooking

(Cooking low risk foods, e.g. ambient, stable products, Cooking high risk foods)



Cooling

(Cooling Low Risk Foods, Cooling High Risk Foods)



Reheating

(I reheat food as part of my business process)



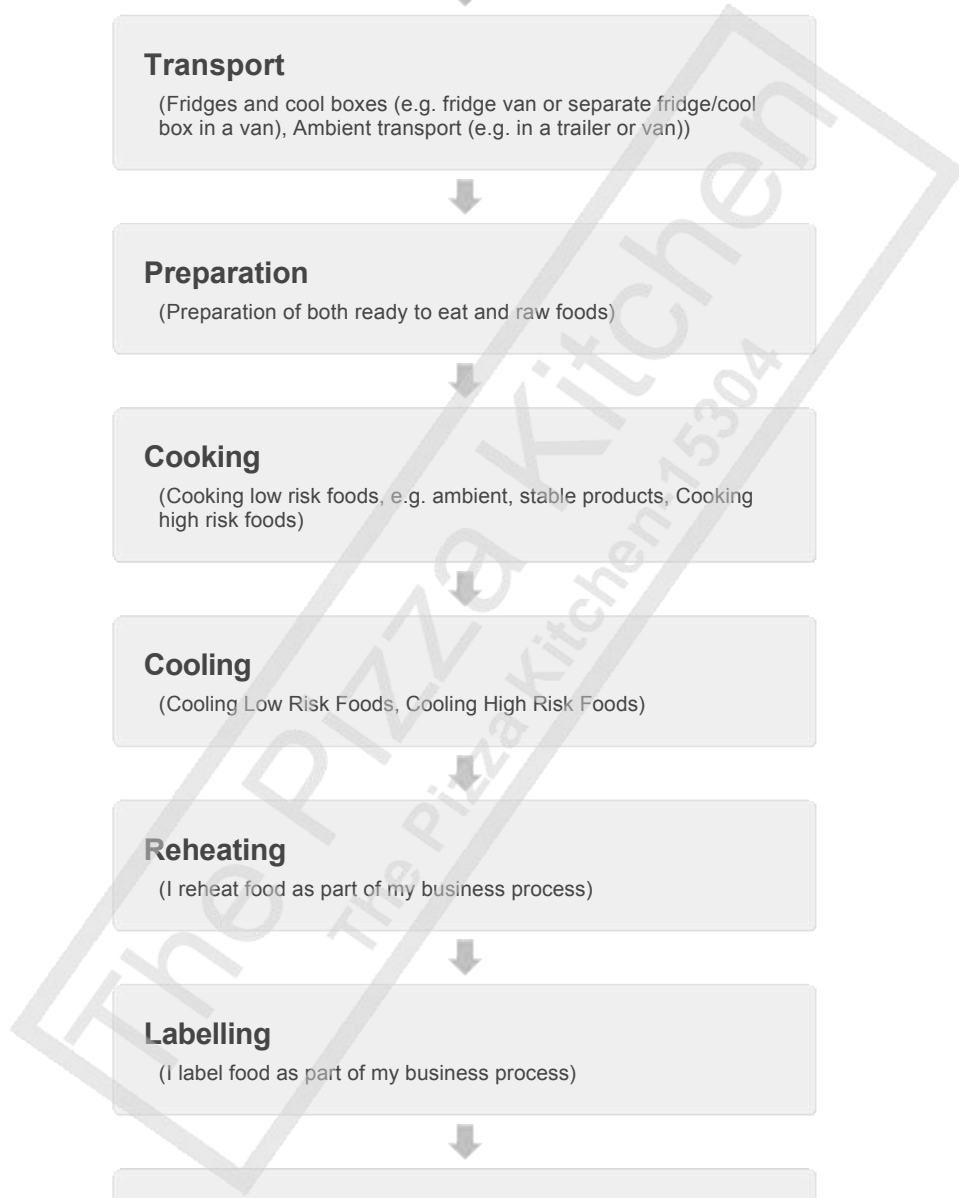
Labelling

(I label food as part of my business process)







Serving

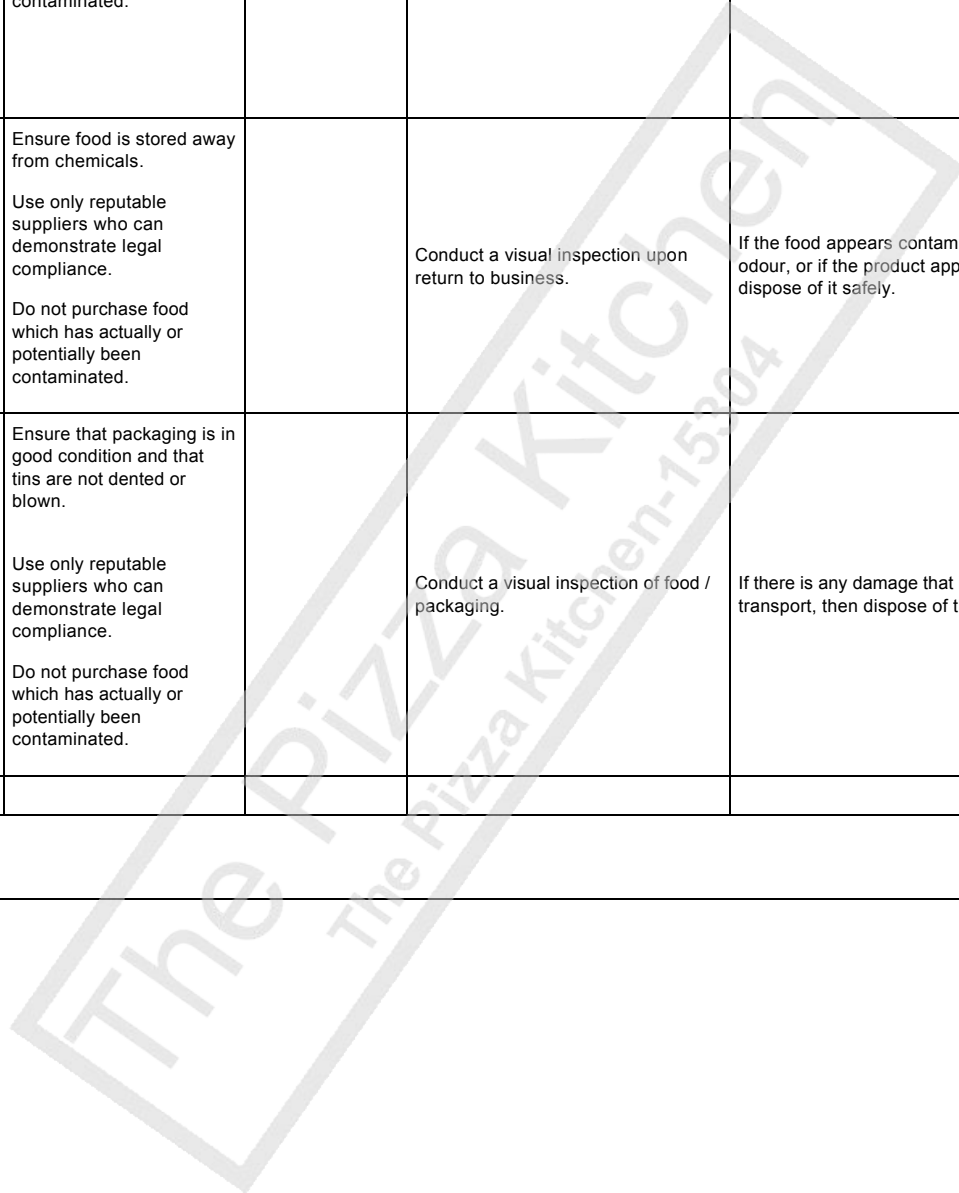
(Serving of food)



Collection from Suppliers

Ambient Products

 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination.	<p>Keep raw and ready-to-eat products separate.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p> <p>Do not purchase food which has actually or potentially been contaminated.</p>		Undertake a visual inspection upon return to business.	If ready-to-eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of the affected foods.
Chemical contamination.	<p>Ensure food is stored away from chemicals.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p> <p>Do not purchase food which has actually or potentially been contaminated.</p>		Conduct a visual inspection upon return to business.	If the food appears contaminated or has a chemical odour, or if the product appears damaged, isolate and dispose of it safely.
Physical contamination.	<p>Ensure that packaging is in good condition and that tins are not dented or blown.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p> <p>Do not purchase food which has actually or potentially been contaminated.</p>		Conduct a visual inspection of food / packaging.	If there is any damage that is likely to affect products after transport, then dispose of them.
Notes				







Chilled Products

⚠ Hazard	👤 Controls	Critical Controls	📄 Monitoring Procedures	✅ Corrective Actions
Microbiological contamination and growth.	When transporting foods, keep raw and ready-to-eat products separate. Use only reputable suppliers who can demonstrate legal compliance.		Conduct visual checks to make sure that separation is being carried out.	If ready-to-eat foods have been contaminated by raw foods they should be disposed of safely.
Microbiological contamination and growth.	When transporting chilled food, use temperature controlled storage, such as cool bags / boxes or refrigerated vehicles.	Maintain the temperature for high risk, chilled food at 8°C or less.	Check and record chilled food temperatures in recording diary upon return to premises.	If the temperature of high risk, chilled food has risen above 8°C then it must be disposed of.
Microbiological contamination and growth.	Check 'best before' or 'use by' date.		Always check dates when purchasing food.	Do not purchase food beyond its 'use-by' or 'best before' date.
Chemical contamination.	Keep food and non-food items separate during transportation. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.
Physical contamination.	Ensure that packaging is intact and in a good condition. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.
Notes				

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Storage

Ambient Storage

 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination.	Keep raw and ready-to-eat products separate.		Conduct visual inspections.	If ready-to-eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of the affected foods.
Chemical contamination.	Ensure food is stored away from chemicals.		Conduct visual inspections of the dry store area.	If food appears contaminated or has a chemical odour, or if the product appears damaged, then isolate and dispose of it safely.
Physical contamination.	Ensure that packaging is in good condition and that tins are not dented or blown. Put a pest control procedure and programme in place.		Conduct visual inspections of food and packaging. Maintain pest control records and conduct visual inspections of the premises and products.	If there is any damage that is likely to affect your products then dispose of them. If food appears to be contaminated or damaged by pests then isolate and dispose of it safely. Contact your pest control contractor.

Notes





Chilled Storage

 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination and growth.	Keep high risk foods at or below 8°C. Check fridge temperatures three times every day and record in your Daily Recording Diary.	Maintain fridge temperature at 8°C or less.	Monitor your daily recording diary on a daily basis to ensure checks are carried out and equipment is functioning correctly.	If the temperature of high risk, chilled food has risen above 8°C for one period of less than 4 hours, it can be returned to a storage temperature of 8°C or less until it is sold, used immediately or disposed of. If the products have been above 8°C for more than one period of 4 hours then they must be disposed of. If you use the 4-hour rule you must document this in your daily recording diary. Note that food can only undergo one period of up to 4 hours above 8°C.
Microbiological contamination and growth.	Keep raw and ready-to-eat foods separate. Cover foods and store raw food below ready-to-eat products.		Conducts visual checks on fridges daily.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
Microbiological contamination and growth.	Check 'best before' or 'use by' dates.	Do not use food beyond its use by date.	Conduct visual checks and implement stock rotation.	Dispose of any food beyond its 'best before' or use by date.
Physical contamination.	Ensure that packaging is in a good condition and that food is protected against contamination.		Conduct visual inspections of food / packaging.	If it seems any products have been damaged, dispose of them.
Chemical contamination.	Ensure foodsafe cleaning products are used and that the manufacturer's instructions are followed.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals, dispose of it safely. If cleaning products are not foodsafe, ensure they are changed for a more suitable product.

Notes





Transport

Chilled Transport

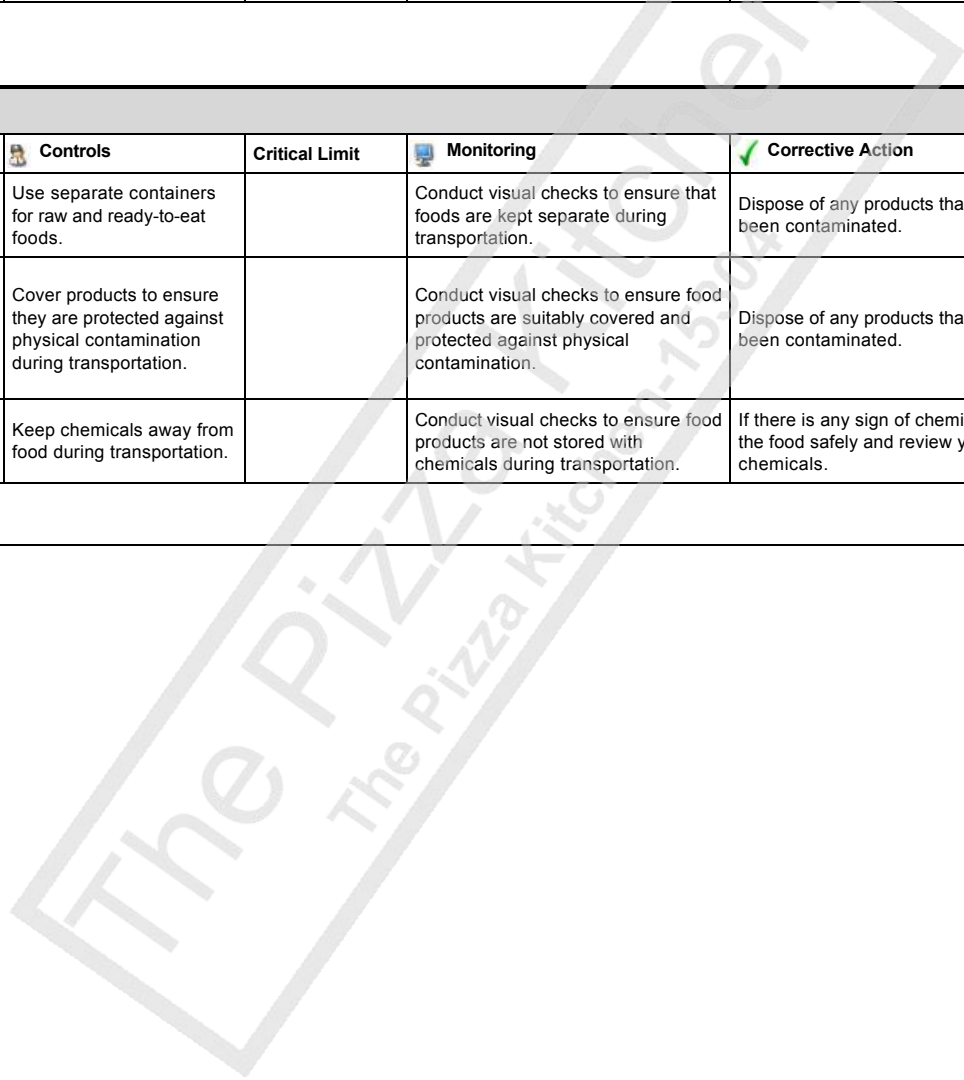
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Microbiological contamination and growth for chilled food.	Keep chilled foods at or below 8°C.	Keep high risk, chilled food at or below 8°C.	Record temperatures upon loading at preparation premises/storage premises and also when unloading at site.	If, on arrival at site, the temperature of chilled food has risen above 8°C it must be disposed of.
Physical contamination.	Ensure products are protected against physical contamination during transport by covering them.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transport.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.

Notes

Ambient Transport

 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Physical contamination.	Cover products to ensure they are protected against physical contamination during transportation.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transportation.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of the food safely and review your processes and storage of chemicals.

Notes







Preparation

Preparation of ready-to-eat AND raw foods





 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Use separate areas and staff for handling raw and ready-to-eat products wherever possible.		Conduct visual checks to ensure the correct preparation areas are used.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures
Microbiological contamination.	If it is not possible to have separate work areas for raw and ready-to-eat foods, separate chopping boards must be used as the food contact surface (not the worktop itself). The dual use work area must be cleaned and disinfected between preparation of raw and ready-to-eat foods.	Any disinfectant used must comply with BSEN: 1276 OR 13697.	Conduct visual checks to ensure that cleaning is undertaken between tasks and that separate, dedicated chopping boards are used for raw and ready-to-eat products.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures.
Microbiological contamination.	Use separate equipment and utensils for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate and that separate equipment/utensils are being used during the preparation process.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures.
Microbiological contamination.	Sanitise equipment and sinks between processes.		Conduct visual checks to ensure the correct sinks are used for the correct tasks.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Microbiological contamination.	Ensure all food handlers are aware of their personal hygiene requirements.		Conduct visual checks of all food handlers.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Microbiological contamination.	Wash raw fruit and vegetables thoroughly in a dedicated food washing sink or in the general sink and ensure the sink cleaned and disinfected before and after use.		Conduct visual checks to ensure that raw fruit and vegetables are washed in the correct place.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Microbiological growth.	Limit the time that high risk food is kept above 8°C.		Visually monitor the food.	Dispose of any high risk, chilled products left at ambient for more than 1 hour. Review or retrain as necessary. Change the process if necessary.
Physical contamination.	Ensure the preparation area and equipment are maintained in a sound condition.		Perform daily visual checks of the condition of the preparation area and equipment.	Repair any deterioration to preparation areas and replace damaged equipment. Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food. Cover and/or put away food when cleaning.		Perform spot checks to ensure staff are following the correct procedure.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.
Notes				

Cooking

Cooking low risk, ambient, stable products e.g. jacket potatoes, doughnuts





 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Physical contamination.	Ensure all equipment is in good order.		Check maintenance records for equipment daily.	Repair or replace damaged or deteriorated equipment. Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Ensure foodsafe cleaning products are used and that the manufacturer's instructions are followed.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe ensure they are changed for a more suitable product.
Notes				

Cooking high risk products

 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Survival of bacteria for foods other than whole muscles of lamb, beef and venison.	Ensure food is thoroughly cooked.	Food should be cooked to a minimum core temperature of 75°C for 30 seconds (or an equivalent time/temperature combination).	Conduct spot checks on food temperatures and record your results in a daily diary.	Continue to cook the product until the core temperature detailed is achieved.
Survival of bacteria for whole muscles of lamb, beef and venison.	The product must be heat sealed, e.g. flash frying the whole outer surface of the muscle in a hot pan or on a hot griddle.	Ensure the whole outer surface is sufficiently heat treated.	Ensure heat treatment is undertaken adequately.	If the whole outer surface is not sealed, do not serve and continue to seal or cook the product.
Fish: survival of parasites.	Ensure food is thoroughly cooked.	Food should be cooked to a minimum core temperature of 60°C for 60 seconds.	Conduct spot checks on food temperatures and record your results in a daily diary.	Continue to cook the product until a minimum core temperature of 60°C for 60 seconds is achieved.
Physical contamination.	Ensure all equipment is in good order.		Check maintenance records for equipment daily.	Repair or replace damaged or deteriorated equipment. Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Ensure foodsafe cleaning products are used and the manufacturer's instructions followed.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe, ensure they are changed for a more suitable product.
Notes				





Cooling

Cooling low risk foods

 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
Physical contamination.	Ensure food is protected against contamination at all times.		Conduct visual checks.	If the food has potentially or actually been contaminated it should be disposed of.
Chemical contamination.	Ensure foodsafe cleaning products are used, following manufacturer's instructions.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe ensure they are changed for a more suitable product.





Notes

Cooling high risk foods

 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
	Cool as quickly as possible.	Maximum cooling time to being placed in the fridge = 2 hours.	Conduct time/temperature checks.	If the product has not cooled sufficiently within 2 hours to be put in the fridge then it must be disposed of. Re-assess and review your cooling method to ensure critical limit can be achieved.
Physical contamination.	Ensure food is protected against contamination at all times.		Conduct visual checks.	If food has potentially or actually been contaminated it should be disposed of.
Chemical contamination.	Ensure foodsafe cleaning products are used, following manufacturer's instructions.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe, ensure they are changed for a more suitable product.

Notes

Reheating

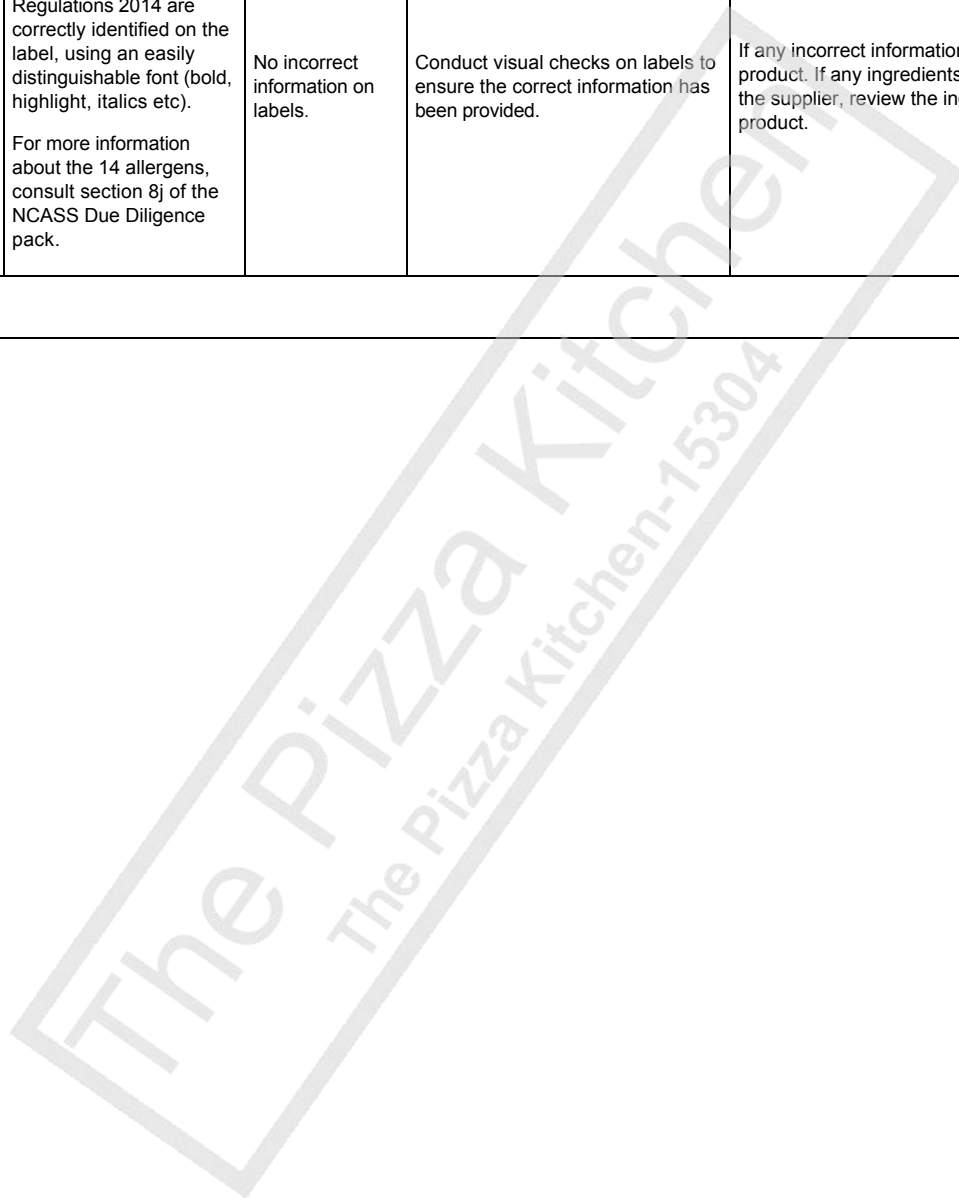
Reheating				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Survival of bacteria.	Ensure food is thoroughly reheated.	Food should be reheated to a minimum of 75°C for 30 seconds core temperature (or an equivalent time/temperature combination) (82°C in Scotland).	Spot check food temperature and record in a daily diary.	Continue to reheat product until the core temperature detailed is achieved.
Physical Contamination.	Ensure all equipment is in good order.		Check maintenance records for equipment daily.	Repair or replace damaged/deteriorated equipment. Dispose of any food which have potentially or actually been contaminated and pose a risk to food safety'
Chemical Contamination.	Ensure foodsafe cleaning products are used.		Spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of safely. If cleaning products are not foodsafe ensure they are changed for a more suitable product. Dispose of any food which have potentially or actually been contaminated and pose a risk to food safety'.
Survival of bacteria for ready to eat products that can be reheated if customer requests (eg Panini, toasties).	As a ready to eat product it must be kept under chilled temperature control until reheated at customer's request. Such ready to eat foods must be reheated and served for immediate consumption.	Such ready to eat foods must be kept at or below 8°C before being reheated to order.	Check daily recording diary on a daily basis to ensure checks are carried out and equipment is functioning correctly.	If product has not been stored at or below 8°C then it must be disposed of.
Notes				

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Labelling





Food labelling

⚠ Hazards	👤 Controls	Critical Limit	👁 Monitoring	✅ Corrective Action
Incorrect information on food labels.	Ensure food is correctly labelled. Further information on how to label food can be found in the NCASS Due Diligence pack.	No incorrect information on labels.	Conduct visual checks on labels to ensure the correct information has been provided.	If any incorrect information is apparent, re-label the product. If any ingredients are unknown contact the supplier, review the ingredients or discard the product.
Incorrect allergen labelling.	<p>Ensure any of the 14 allergens specified in the Food Information Regulations 2014 are correctly identified on the label, using an easily distinguishable font (bold, highlight, italics etc).</p> <p>For more information about the 14 allergens, consult section 8j of the NCASS Due Diligence pack.</p>	No incorrect information on labels.	Conduct visual checks on labels to ensure the correct information has been provided.	If any incorrect information is apparent, re-label the product. If any ingredients are unknown contact the supplier, review the ingredients or discard the product.
Notes:				



Serving

Serving of food

 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Use clean utensils for handling food.		Conduct visual checks.	If any food has potentially or actually been contaminated it must be disposed of.
	Ensure all food handlers are aware of their personal hygiene requirements.		Have continual visual awareness of all food handlers.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Physical contamination.	Ensure equipment, serving packaging and utensils are maintained in a sound condition.		Conduct daily visual checks of the condition of equipment, serving packaging and utensils.	Dispose of any serving packaging and utensils that have been damaged or contaminated.
Chemical contamination.	Keep chemicals away from serving packaging.		Conduct spot checks to ensure that staff are following the correct procedure.	If there is any sign of chemical contamination, dispose of the packaging and review your processes and storage of chemicals.

Notes:

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Inspection is for gas safety purposes only to comply with the Gas Safety (Installation and Use) Regulations. Flues have been inspected visually and checked for satisfactory evacuation of products of combustion. A detailed internal inspection of the flue integrity, construction and lining has NOT been carried out.

REGISTERED BUSINESS DETAILS Reg No: 255737
 Engineer: VARDI EGADOM
 No registered engineer No: 3627587
 City: Gals - Rise
 No: UNIT 3, WESTON BUSINESS PARK
 BROUGH
 Co: HU15 1RE Tel: 662144

INSPECTION/INSTALLATION ADDRESS
 Name & Title:
 Address: Y663XUW / 7 MOORE CROFT A
 S. CAVE
 Postcode:
 Tel:
 I certify that I carried out inspections on the appliances detailed below.
 Signed: [Signature] Inspection Date: 10.03.16

LANDLORD (OR AGENT) NAME & ADDRESS if applicable
 Name & Title:
 Address:
 Postcode:
 Tel:

APPLIANCE DETAILS				FLUE TESTS				INSPECTION DETAILS									
Location	Make and Model	Type	Flue Type (if different)	Flue gas temperature in flue or hear (read across at 20cm)	Flue gas temperature (average)	Flue gas temperature (peak)	Flue gas temperature (min)	Flue gas temperature (max)	Flue gas temperature (average)	Flue gas temperature (peak)	Flue gas temperature (min)	Flue gas temperature (max)	Flue gas temperature (average)	Flue gas temperature (peak)	Flue gas temperature (min)	Flue gas temperature (max)	Appliance Safe to Use Yes/No
VAN	PARLY G6P L 3	WATER	FE	37mb	YES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	YES
PAN	PARLY AG 2HP	WGS	FE	37mb	YES	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	YES

Installation work: Satisfactory Visual Inspection: Yes No Emergency Control Accessible: Yes No Satisfactory Gas Tightness Test: Yes No Equipotential Bonding Satisfactory: Yes No

GIVE DETAILS OF ANY FAULTS | **RECTIFICATION WORK CARRIED OUT**

Is CO Approved CO Alarm Fitted: Yes No N/A Is CO Alarm in Date: Yes No N/A Testing of CO Alarm Satisfactory: Yes No N/A

NEXT GAS SAFETY CHECK MUST BE CARRIED OUT WITHIN 12 MONTHS
 Number of appliances tested: 2
 Record is issued by: Signed: [Signature] Print Name: VARDI EGADOM Date: 10.03.16
 Issued on behalf of the Landlord/Home Owner: Signed: [Signature] Tenant/Agent/Landlord/Home Owner (as applicable) Date:

Serial No
AAA 014989

COMMERCIAL CATERING INSPECTION RECORD PART A

Registered Business/engineer details can be checked at www.gassaferegister.co.uk or by calling 0800 408 5500



Details of Registered Business

Gas Safe Register No 565507
 Registered Engineer's Name A. Skarsson
 Gas Safe Register Licence Number 3573529
 Business All Commercial Kitchens
 Address Unit 15 Belvedere Factory Estate
 Postcode HV3 4AY
 Contact No 01452 215870
 Email Address sales@allcommercialkitchens.com
 Web Address

Details of Site

Name (Mr/Mrs/Miss/Ms) Hull Pie Hd.
 Address 408 Collingham Road
Hull
 Postcode HU6 8QE
 Contact No 01482 342397
 Email Address Matt.Cunnah@hullpie.co.uk
 Web Address hullpie.co.uk

Details of Landlord (or agent where appropriate)

Name (Mr/Mrs/Miss/Ms) NA
 Address
 Postcode
 Contact No

Gas installation details

TICK BOXES AS APPROPRIATE

Emergency isolation for Catering area	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Location Satisfactory	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Accessible	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Suitable valve type	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Valve Handle in place	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Labels affixed	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Emergency notice present	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Automatic isolation system fitted where appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is the system fitted with automatic pressure proving?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is there a manual reset facility?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is there a warning notice?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Do appropriate appliances have full flame safeguard?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Pipework within the catering area

Are the correct materials being used?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Correctly identified and labelled?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Correctly supported throughout pipe run?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Are sleeves extend through walls/floors etc?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Suitable purge points fitted?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Suitable test points fitted?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Main protective equipotential bond fitted?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>

Safety information

Has a Warning/Advisory Record been issued?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Have Warning Labels been affixed?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Has a responsible person been advised?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

Risk analysis of kitchen ventilation system

Has risk assessment in accordance with HSE Catering Information Sheet 23 (CAIS 23) been applied?
 If applicable what is the outcome of the Risk Assessment?

Declaration of Gas Safety - I confirm that this record is a true and accurate representation of the gas work carried out on the day of inspection. Relevant and appropriate duty-holders are required to ensure that gas appliances, installation pipework and flues are maintained in a safe condition so as to prevent the risk condition of injury to any person.

Ventilation/extract system

Is a canopy system installed?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If Yes - is canopy overhang correct?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Record type of filtration (e.g. mesh/bar/HEPA/UV)	
Filtration adequately maintained	Yes <input type="checkbox"/> No <input type="checkbox"/>
Mechanical exhaust provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If Yes, what is the flow rate?	
If Yes, and where appropriate - is flow rate adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Mechanical ventilation provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If Yes, what is the flow rate in litres/sec (l/sec)?	
If Yes, and where appropriate - is flow rate adequate?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Extract/ventilation interlock provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
If Yes, does interlock work correctly?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is satisfactory permanent ventilation provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
provide details -	High level <input checked="" type="checkbox"/> Low level <input type="checkbox"/>
Automatic means of CO detection provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Automatic means of CO2 detection provided?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Is detection interlocked with gas supply?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Max. CO recorded at visit, where appropriate	ppm (refer to DW/172)
Max. CO2 recorded at visit: (refer to DW/172 + Catering information sheet 23 (CAIS 23))	
1. External	ppm
2. Above each appliance (see Part B of form)	
3. Centre of Kitchen	ppm
4. Maximum obtained on outside edge of canopy	ppm
Details of recording instrument(s):	
1. Make/model	Calibration date
2. Make/model	Calibration date

Has risk assessment in accordance with HSE Catering Information Sheet 23 (CAIS 23) been applied?

Satisfactory Yes No N/A
 NCS AR ID

Gas Safe Registered Engineer's signature:

A. Skarsson

Date: 19/15

HEALTH AND SAFETY RISK ASSESSMENT

FOR

The Pizza Kitchen

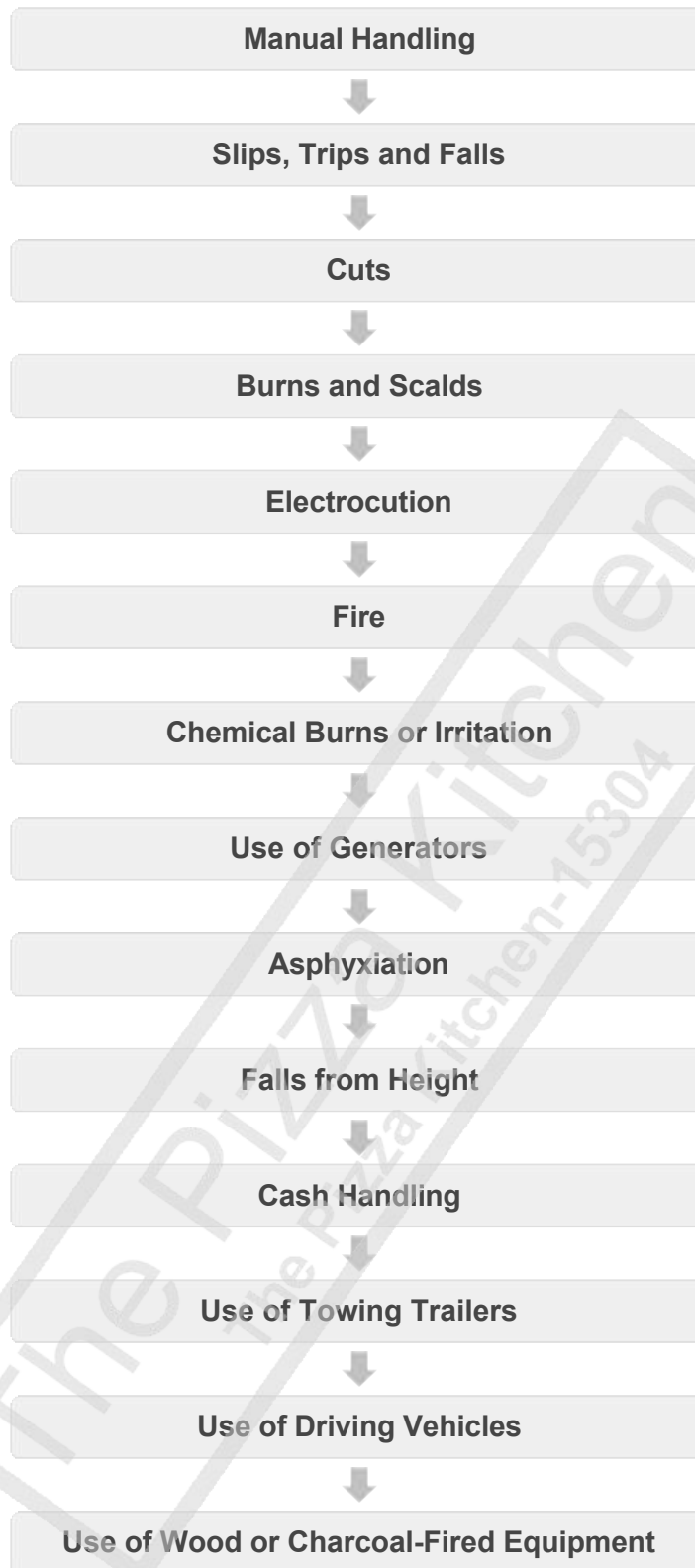
Membership Number **14773**

Responsible Person - **Sarah Rowland**

Unit Name	Creation Date	Next Renewal Date
The Pizza Kitchen	22/Nov/2016	07/Apr/2017

As part of managing the health and safety in our business we understand that we must understand and control the risks in our workplace. To do this we have thought about what might cause harm to people and documented it in this risk assessment and have attempted to take reasonable steps to prevent that harm.

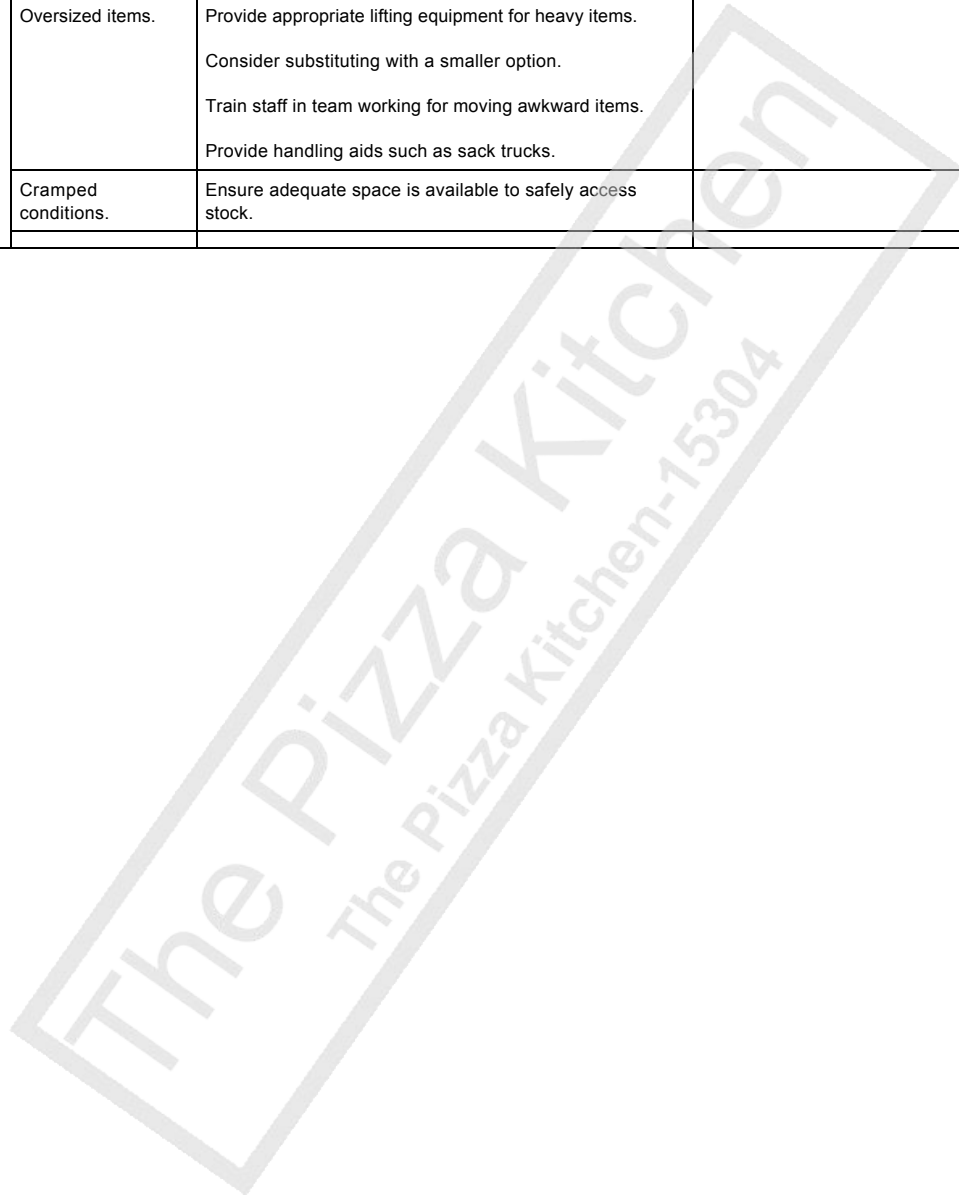
This should be inserted in Section 8 of your Due Diligence Folder



Manual Handling

Hazard - Manual Handling

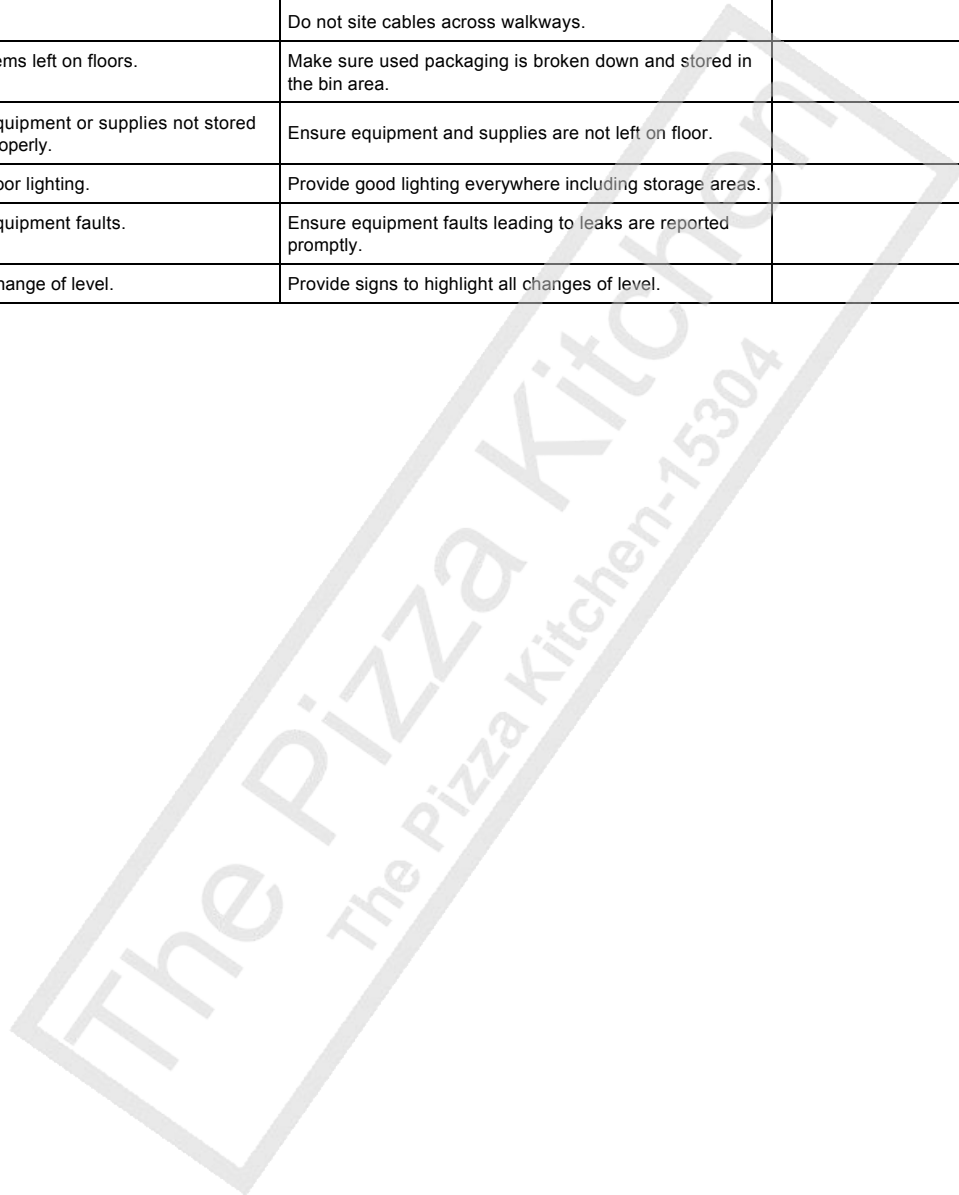
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Incorrect posture.	Provide training in correct lifting.	
	Heavy items.	Correct sizing and weighting of loads. Consider substituting with a lighter option. Train staff in team working for moving heavy items. Provide handling aids such as sack trucks.	
	Oversized items.	Provide appropriate lifting equipment for heavy items. Consider substituting with a smaller option. Train staff in team working for moving awkward items. Provide handling aids such as sack trucks.	
	Cramped conditions.	Ensure adequate space is available to safely access stock.	



Slips, Trips and Falls

Hazard - Slips, Trips and Falls

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public. Contractors.	Poor or insufficient cleaning of floors.	Cleaning up spillages immediately. Consider using slip-resistant flooring. Regularly review your cleaning schedule. Use footwear with good grip.	
	Trailing cables.	Cover and secure trailing cables. Do not site cables across walkways.	
	Items left on floors.	Make sure used packaging is broken down and stored in the bin area.	
	Equipment or supplies not stored properly.	Ensure equipment and supplies are not left on floor.	
	Poor lighting.	Provide good lighting everywhere including storage areas.	
	Equipment faults.	Ensure equipment faults leading to leaks are reported promptly.	
	Change of level.	Provide signs to highlight all changes of level.	



Cuts

Hazard – Cuts

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Poorly or incorrectly guarded equipment.	Provide training on how to safely use equipment. Ensure guards are in correct position and not damaged or removed. Remove and isolate dangerous equipment.	
	Knives.	Ensure staff are trained on how to safely handle knives. Make sure knives are suitably stored when not in use. Ensure no open toe shoes are worn by staff.	

The Pizza Kitchen
The Pizza Kitchen-15304

Burns and Scalds

Hazard - Burns and Scalds

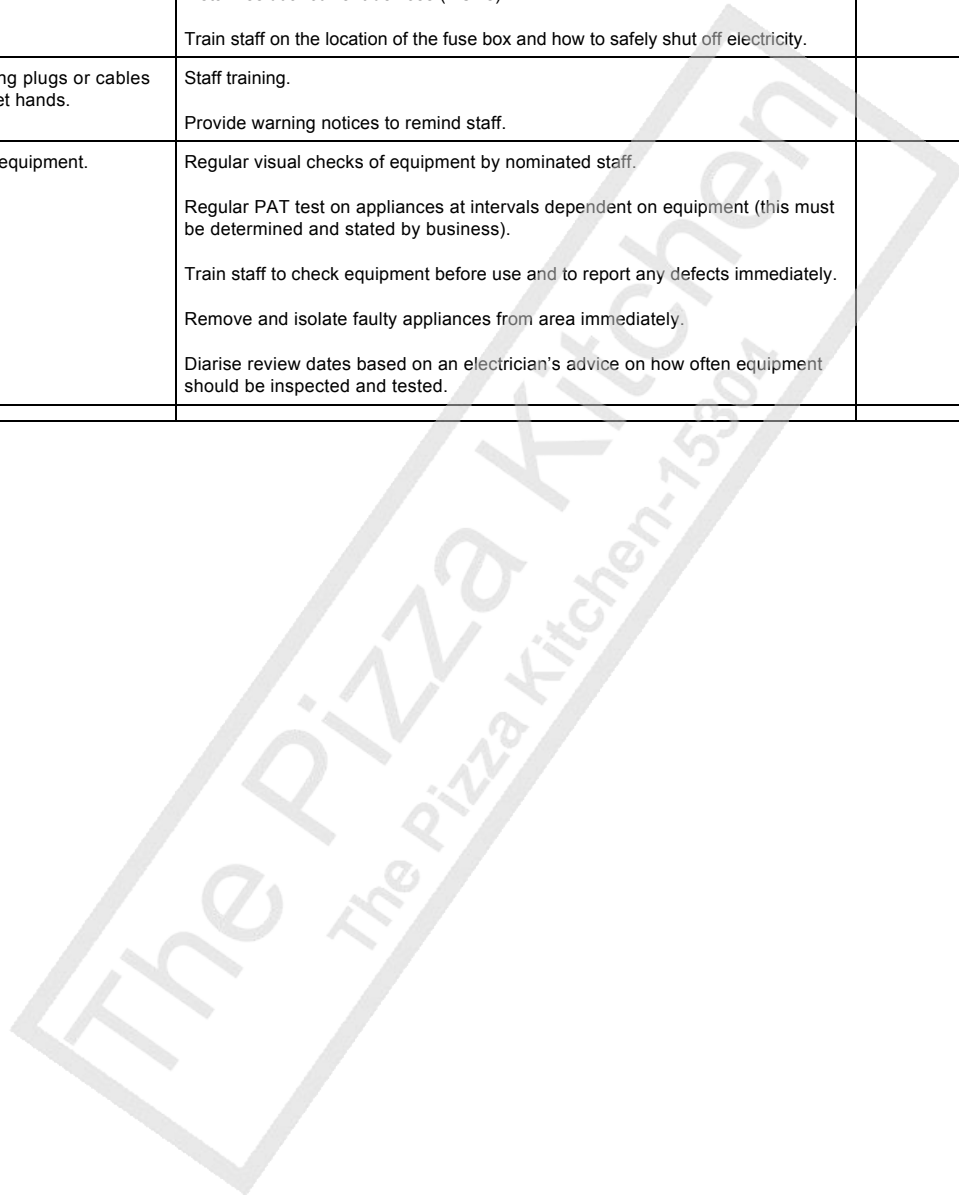
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Contact with hot surfaces.	Provide adequate protective clothing and gloves.	
Customers.	Contact with steam and hot fluids.	Train staff in risk of oils and in the procedure for emptying and cleaning fryers. Train staff in the operation of all equipment producing heat or steam.	
	Spillage of hot liquids.	Make sure the workspace is sufficiently unobstructed. Display signs wherever there are hot liquids.	
	Inappropriate equipment.	Ensure suitable utensils are available. Make sure the site checklist with all required equipment is available prior to leaving for site.	



Electrocution

Hazard – Electrocution

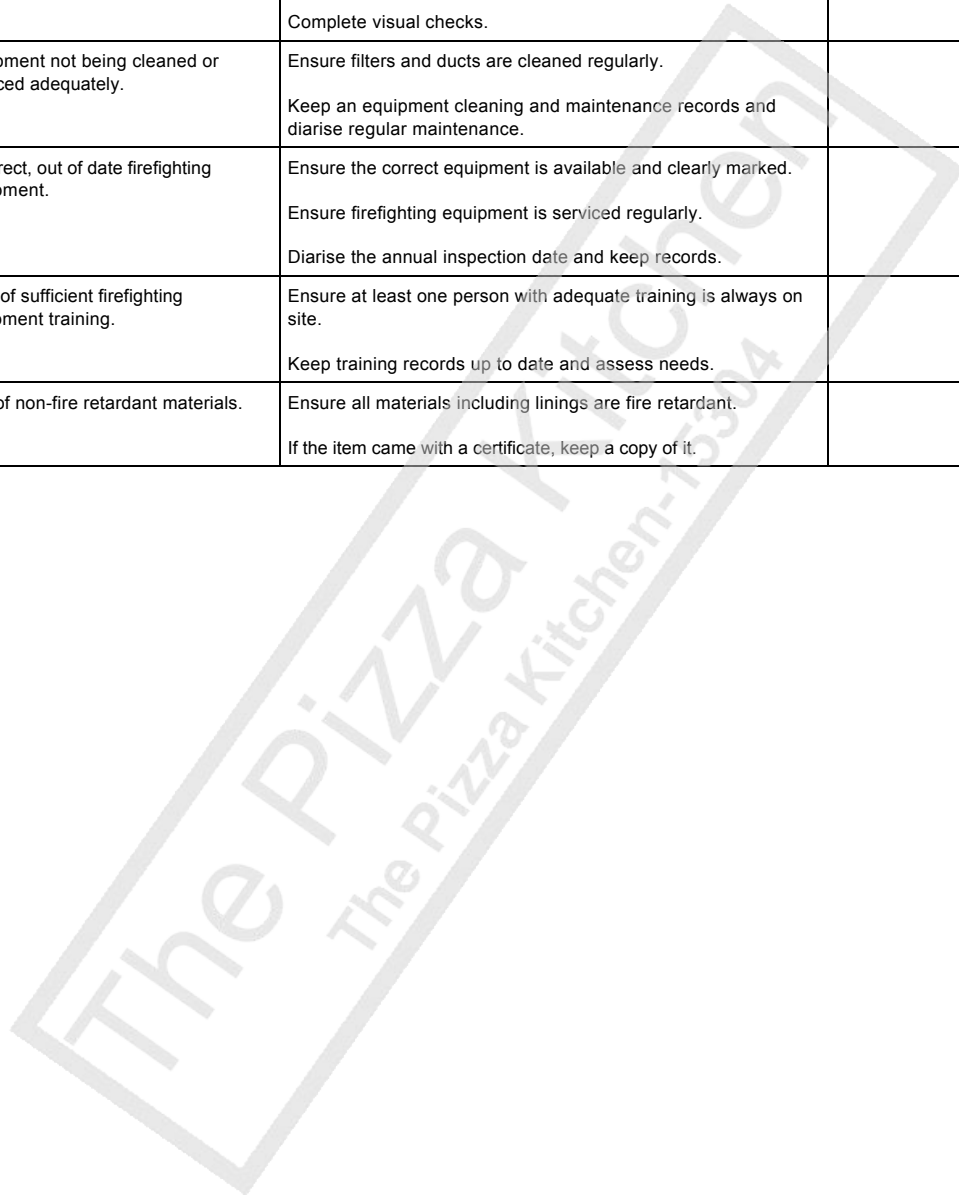
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Customers.	Poor plug wiring.	Visual checks of plug condition by nominated staff. Keep equipment maintenance records.	
	Incorrect use of generators.	Suitably trained person only to handle generators.	
	Water.	Keep electrical sockets and equipment away from areas where they are at risk of coming into contact with water. Install residual current devices (RCDs). Train staff on the location of the fuse box and how to safely shut off electricity.	
	Handling plugs or cables with wet hands.	Staff training. Provide warning notices to remind staff.	
	Faulty equipment.	Regular visual checks of equipment by nominated staff. Regular PAT test on appliances at intervals dependent on equipment (this must be determined and stated by business). Train staff to check equipment before use and to report any defects immediately. Remove and isolate faulty appliances from area immediately. Diarise review dates based on an electrician's advice on how often equipment should be inspected and tested.	



Fire

Hazard – Fire

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public. Contractors.	Electrical installation.	Have all electrical equipment PAT tested. Have your installation certified by a competent person. Diarise your electrical testing programme.	
Property.	Equipment being too close to flammable materials.	Install wind / splash guards. Keep appliances 300mm from flammable vertical surfaces. Complete visual checks.	
	Equipment not being cleaned or serviced adequately.	Ensure filters and ducts are cleaned regularly. Keep an equipment cleaning and maintenance records and diarise regular maintenance.	
	Incorrect, out of date firefighting equipment.	Ensure the correct equipment is available and clearly marked. Ensure firefighting equipment is serviced regularly. Diarise the annual inspection date and keep records.	
	Lack of sufficient firefighting equipment training.	Ensure at least one person with adequate training is always on site. Keep training records up to date and assess needs.	
	Use of non-fire retardant materials.	Ensure all materials including linings are fire retardant. If the item came with a certificate, keep a copy of it.	



Chemical Burns or Irritation

Hazard - Chemical burns/irritation

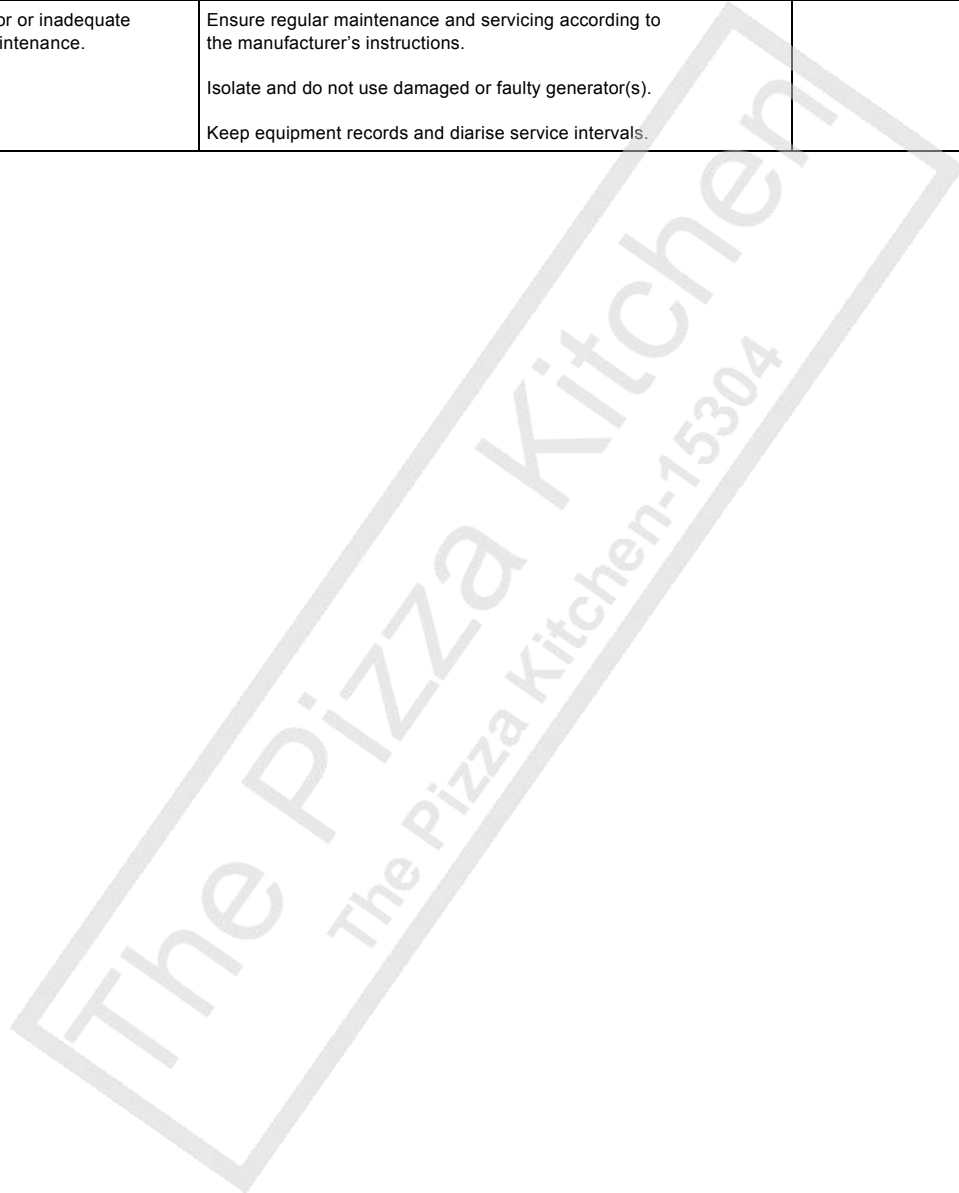
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Cleaning fluids.	<p>Provide correct personal protective clothing & equipment (PPE).</p> <p>Rinse gloves after use and store in a clean, dry place.</p> <p>Wear masks when using caustic cleaning fluids.</p> <p>Train staff in safe use and storage of cleaning chemicals and protective equipment.</p> <p>Source safer alternative cleaning chemicals.</p>	



Use of Generators

Hazard - Generators

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Refuelling.	Never refuel a generator while it is running or hot. Do not keep excessive amounts of fuel on site. Store fuel away from public access and direct heat or sunlight. Do not store combustible materials near the generator. Only allow nominated, trained staff to undertake refuelling.	
	Poor or inadequate maintenance.	Ensure regular maintenance and servicing according to the manufacturer's instructions. Isolate and do not use damaged or faulty generator(s). Keep equipment records and diarise service intervals.	



Asphyxiation

Hazard – Asphyxiation

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Poor ventilation.	Ensure that equipment is not operated in confined spaces without sufficient ventilation.	
	Incorrect use of cleaning fluids.	Only use chemicals as directed by manufacturer. Source safer alternative cleaning chemicals if needs be.	
	Poorly installed or maintained equipment.	Make sure all equipment is installed and maintained by a competent engineer.	



Falls from Height

Hazard - Fall from Height

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Poorly maintained steps or ladders.	Conduct equipment checks prior to use by staff. Store stock at low levels whenever possible to avoid working at height.	
	Use of steps or ladders.	Ensure steps and/or ladders are properly secured. Provide staff training in use of ladders and steps.	
	Inappropriate equipment.	Only use steps and ladders that are suitable for the task.	



Cash Handling

Hazard - Cash Handling

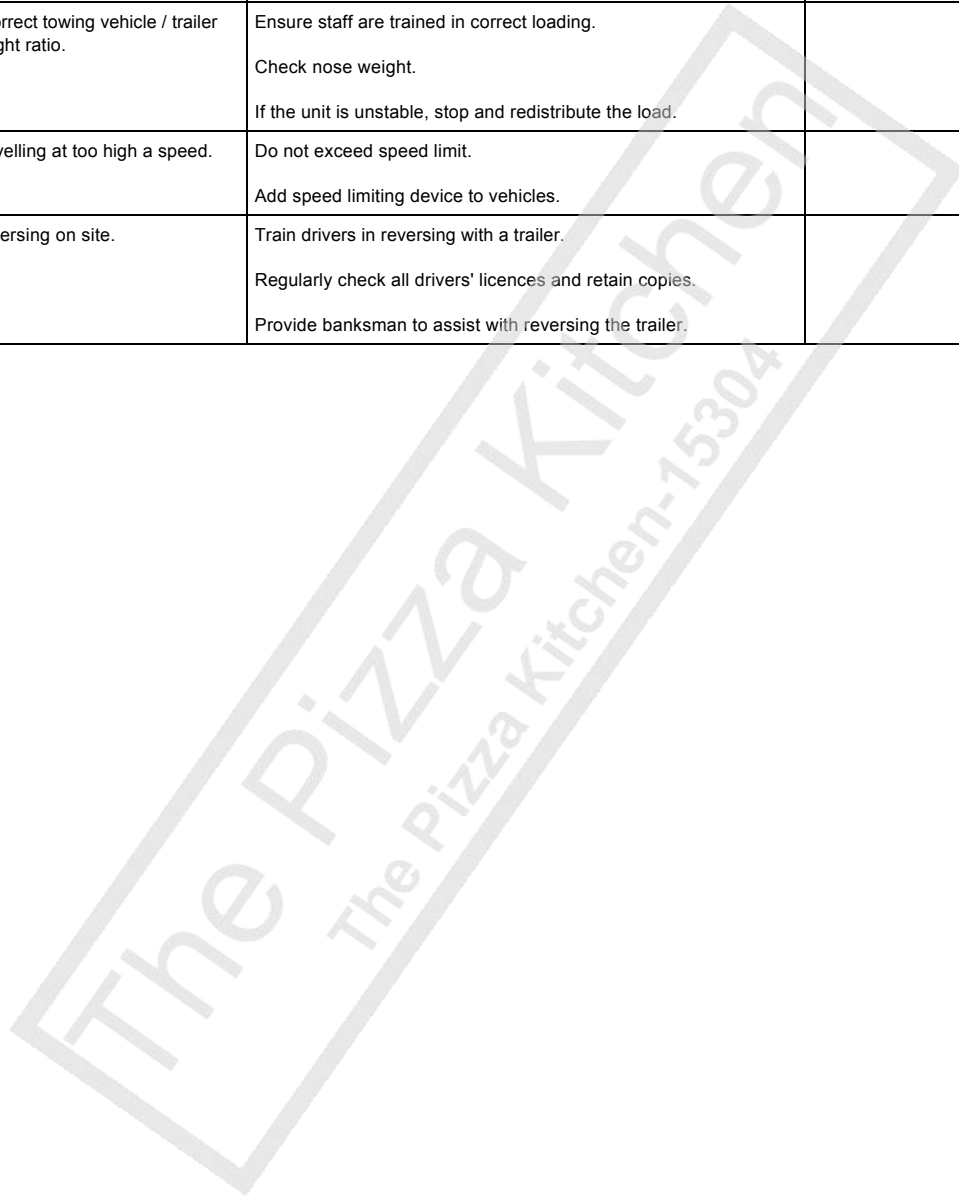
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff.	Theft.	Hold cash in a register (or similar), and away from public reach. Remove cash to a secure place on a regular basis.	



Use of Towing Trailers

Hazard - Towing Trailers

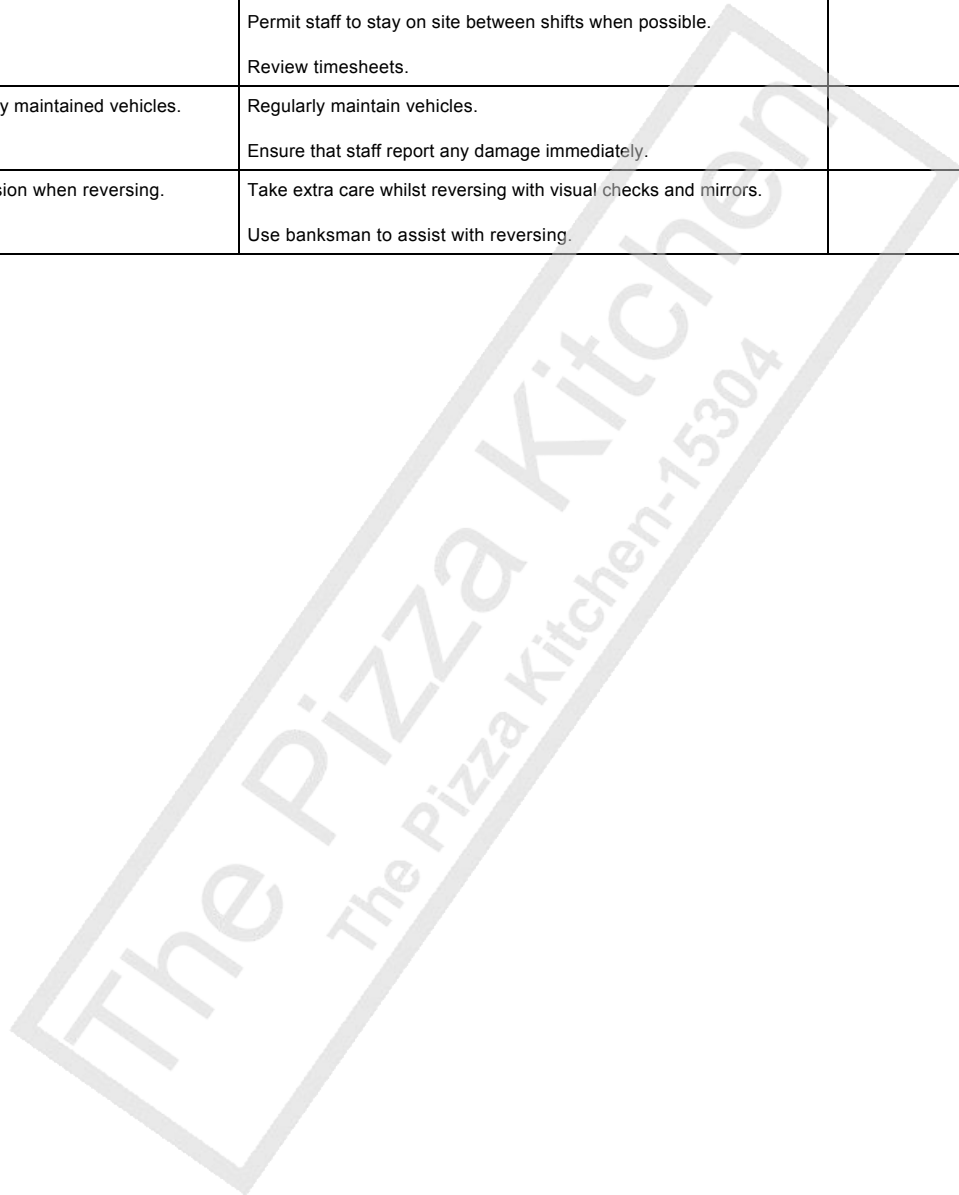
Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Incorrect loading of trailers.	Distribute load properly. Do not exceed manufacturer's max gross laden weight (GLW). Take trailer to weigh bridge with typical load and check it doesn't exceed the max GLW. Ensure towing vehicle and trailer loading weight information is available to staff.	
	Incorrect towing vehicle / trailer weight ratio.	Ensure staff are trained in correct loading. Check nose weight. If the unit is unstable, stop and redistribute the load.	
	Travelling at too high a speed.	Do not exceed speed limit. Add speed limiting device to vehicles.	
	Reversing on site.	Train drivers in reversing with a trailer. Regularly check all drivers' licences and retain copies. Provide banksman to assist with reversing the trailer.	



Use of Driving Vehicles

Hazard - Driving Vehicles

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Driving under the influence of alcohol or drugs.	Enforce a zero alcohol or drugs policy. If staff are on prescribed medication whilst working, ensure the medication doesn't affect driving.	
	Falling asleep at the wheel.	Minimise the distance staff have to drive after a shift. Ensure drivers take regular breaks, and that they do not drive if drowsy. Permit staff to stay on site between shifts when possible. Review timesheets.	
	Poorly maintained vehicles.	Regularly maintain vehicles. Ensure that staff report any damage immediately.	
	Collision when reversing.	Take extra care whilst reversing with visual checks and mirrors. Use banksman to assist with reversing.	



Use of Wood or Charcoal-Fired Equipment

Hazard - Wood/Charcoal Fired Equipment

Who would be at risk?	Cause of risk	How do we control the risk?	Date additional controls completed/implemented
Staff. Public.	Embers igniting other materials. Inadequate ventilation leading to carbon monoxide poisoning.	Use fire bucket with a lid to remove embers prior to moving. Provide a site checklist with all required equipment prior to leaving for site. Provide adequate ventilation. Do not leave coals to burn out when you have been trading in a confined space. Install a CO alarm.	



TO WHOM IT MAY CONCERN

04 February 2016

Dear Sirs,

Re: Hull Pie Limited and or Hull Pie Catering Ltd

We act as Insurance Brokers for the above clients, and can confirm their existing insurance arrangements are as follows:

EMPLOYERS LIABILITY

Insurer:	One Commercial Limited
Policy No:	CCCI00123325
Expiry Date:	8 th January 2017
Limit of Indemnity:	£10,000,000

PUBLIC / PRODUCTS LIABILITY

Insurer:	One Commercial Limited
Policy No:	CCCI00123325
Expiry Date:	8 th January 2017
Limit of Indemnity:	£5,000,000
Excess:	£500

Insurer's policy terms exceptions and conditions apply.

The Information provided is based on the insurance arrangements at the time of writing. Any renewal date shown represents the normal expiry date of the policy but as you will appreciate, alterations may be made during the period of insurance. This could, in certain circumstances entail cancellation before the normal expiry date.

We can therefore only confirm the current cover to you but are always available to confirm the continuation of cover at a later date.

Yours faithfully



Christina Alberotanza
Commercial Account Handler

FOOD HYGIENE RATING

0 1 2 3 **4** 5

GOOD

Hull Pie Ltd
408 Cottingham Road
Hull
HU6 8QE

Date of hygiene rating
20 November 2014

Authorising signature



Contact details
Hull City Council
Environmental Health
Public Protection
33 Witham
Hull
HU9 1DB
01482 300 301

For more information about the Food Hygiene Rating Scheme visit food.gov.uk/ratings

The food hygiene rating shown above reflects the standards found on the date of inspection or visit by the local authority. Ratings are given on a scale from 0 (urgent improvement necessary) up to 5 (very good). The rating is not a guide to food quality.



This certificate remains the property of the local authority which reserves the right to remove it at any time.



Mobilers Insurance Services
John Garth House
Engine Lane
Stourbridge DY9 7DF
Tel: 01384 429 901
info@mobilers.co.uk
www.mobilers.co.uk

Client Ref: 0/SHOO01LC01

Shoot The Bull Ltd
18 Munstead Way
Welton
Brough
HU15 1FN

26 April 2016

Claim Number: 0800 440 2066
24 hours a day, 365 days a year

Dear Mr Harrison

Thank you for renewing with Mobilers Insurance Services.

Please find enclosed your liability insurance documentation. We would ask you to check it thoroughly and notify us immediately if there are any errors.

We would also draw your attention to the enclosed Declaration Form. Please read this to ensure the information given is true and correct. If any information is incorrect, please refer to us immediately as a separate proposal form may be required.

We would like to advise you that if you wish to upgrade your policy you can become a Caterers Club Member for as little as £20. This adds many benefits to your business and if you wish for any further information please contact ourselves or visit our website www.caterersclub.co.uk.

Please Note:

- **Geographical limits are restricted to the UK only.**

Please do not hesitate to contact us should you have any queries.

Yours sincerely

Mobilers Insurance Services

Mobilers Insurance Services.

SUMMARY OF LIABILITY INSURANCE COVER

INSURER	<p>St Julians Insurance Company Limited, registered in Malta with registered office address at 4th Floor, Development House, St Anne Street, Floriana, FRN 9010, Malta. St Julians Insurance Company Limited (C-50869) is authorised by the Malta Financial Services Authority to carry on General Business (Class– General Liability) in terms of the Insurance Business Act, 1998.</p> <p>St Julians Insurance Company Limited is also subject to limited regulation by the Financial Conduct Authority in respect of underwriting business in the UK (Register Number 206322).</p>
TYPE OF COVER	There are 3 types of liability cover provided by the policy - Employers' Liability, Public Liability and Products Liability. The policy benefits provided in respect of each type of cover are shown below.
TERM OF THE POLICY	St Julians Insurance Co Ltd Liability Insurance policies are for a 12 month period . Please refer to your Schedule of Insurance for the dates that cover is effective.
CANCELLATION	<p>The terms of the policy do not give the policyholder a right of cancellation. This means that once you have taken out a policy, even if you subsequently decide not to continue with the insurance the full annual premium will be retained by the insurer.</p> <p>However, if the insurer elects to cancel cover a pro rata refund will be allowable subject to the retention by the insurer of a minimum premium.</p> <p>For full details of the insurer's cancellation process, please refer to General Policy Condition 8 in the policy booklet.</p>
IN THE EVENT OF A CLAIM	<p>Please call Mobilers on 0845 130 4555 Monday to Friday 9.00am—6.00pm (excluding Bank Holidays)</p> <p>Claims Correspondence should be sent to Mobilers Insurance Services, John Garth House, Engine Lane, Stourbridge, DY9 7DF.</p>

SUMMARY OF COVER		
<p>This is a Policy Summary only. It does not contain the full terms and conditions of the contract. For full details of all policy terms, conditions & exclusions please refer to the policy booklet (a copy of which is available on request). The relevant sections of the policy booklet are shown below.</p>		
TYPE OF COVER	SIGNIFICANT FEATURES & BENEFITS	SIGNIFICANT & UNUSUAL EXCLUSIONS & LIMITATIONS (see also overleaf)
<p>Employers' Liability (Section 1)</p> <p>Protection for you as an employer against damages and legal costs that arise as a result of claims from employees who have suffered an injury or disease arising out of their employment.</p> <p>The cover provided complies with UK compulsory employers' liability law.</p>	<p>Cover includes protection for any Principal arising out of your work for such Principal.</p> <p>Cover includes the cost of defending a prosecution under the Health & Safety at Work Act</p>	<p>A limit of £10,000,000 applies to any one occurrence.</p> <p>There is no cover for claims for which compulsory motor insurance is required (Condition1).</p>
<p>Public Liability (Section 2)</p> <p>Protection for your business against damages and legal costs that arise as a result of claims</p> <ul style="list-style-type: none"> from any person other than an employee suffering an injury, disease, or for accidental damage to someone else's property. 	<p>Cover includes protection for any Principal arising out of your work for such Principal.</p> <p>Cover includes the cost of defending a prosecution under the Health & Safety at Work Act.</p> <p>Cover includes Contingent Motor Liability which will indemnify you (rather than your employee) whilst he or she is using his/her own vehicle in connection with your business (restrictions apply - see policy booklet Section 2 - Public Liability Extension 1).</p>	<p>A limit of £5,000,000 applies to any one occurrence. This limit is automatically increased to cover any agreement or contract entered into by you where a higher limit is required but subject to a maximum limit of £10,000,000.</p> <p>There is no cover for property owned by or in the custody or control of you or your employees (Exception 1).</p> <p>Liability arising out of the use of water craft, motor vehicles (other than Contingent Motor Cover), passenger lifts and steam pressure vessels is excluded (Exception 2).</p> <p>Additional liabilities assumed under contract are not covered (Exception 3). Liabilities arising from gradual pollution are not covered (Exception 6).</p>
<p>Products Liability (Section 3)</p> <p>Protection for your business in respect of claims</p> <ul style="list-style-type: none"> from any person other than an employee suffering an injury, disease, or for accidental damage to someone else's property <p>caused by or in connection with products sold or supplied by you.</p>	<p>Cover includes the cost of defending a prosecution under the Health & Safety at Work Act.</p> <p>Cover includes Consumer Protection Act and Food Safety Act legal defence costs.</p>	<p>A limit of £5,000,000 applies to all incidents arising during any one annual period of insurance. This limit is automatically increased to cover any agreement or contract where a higher limit is required but subject to a maximum limit of £10,000,000 in any one year.</p> <p>Additional liabilities assumed under contract are not covered (Exception 1).</p> <p>Liability arising from damage to the product itself and any cost of repair, recall, replacement or refund arising there from is not covered (Exceptions 2 and 3).</p> <p>Any liabilities arising from products supplied to USA or Canada are not covered (Exception 4).</p>

SUMMARY OF LIABILITY INSURANCE COVER (continued)

SIGNIFICANT & UNUSUAL GENERAL EXCLUSIONS/LIMITATIONS	
Excess (Sections 2 and 3)	You will have to pay the first £250 of every claim in respect of damage to property.
Claims involving asbestos (General Policy Exception 2)	The Public Liability and Products Liability sections of the policy exclude any claims which result from the use of any form of asbestos. The Employers' Liability section will cover such claims but only up to a maximum amount of £5,000,000 for any one occurrence or series of occurrences arising out of one cause.
Claims resulting from acts of terrorism (General Policy Exception 3)	The Public Liability and Products Liability sections of the policy exclude any claims which result from an act of terrorism. The Employers' Liability section will cover such claims but only up to a maximum amount of £5,000,000 for any one occurrence or series of occurrences arising out of one cause
Reasonable Precautions (General Policy Condition 2)	You must take all reasonable precautions to minimise the risk of damage, injury and disease. You must comply with all statutory and other obligations and regulations imposed by any authority. This may be particularly relevant as far as Environmental Health Department registration and the carriage and storage of bottled gas is concerned.
Sub-contractors' own insurances (General Policy Condition 11)	You must make sure that all sub-contractors have adequate Employers' Liability, Public Liability and Products Liability cover and that their insurance provides an indemnity to you as principal. Any limits of indemnity under their policy must not be less than those applied by us.

COMPLAINTS PROCEDURE

In the first instance these should be referred to the **insurance intermediary** arranging the insurance.

If you are not satisfied with his or her answer, please write, quoting your policy number shown in the Schedule, to **The Chairman, Mobilers Insurance Services, John Garth House, Engine Lane, Stourbridge, West Midlands, DY9 7DF.**

In the event that you remain dissatisfied the problem can be referred to the Compliance Officer of **St Julians Insurance Company Limited.** The complaint or concern should be addressed to **The Compliance Officer, St Julians Insurance Company Ltd, 4th Floor, Development House, St. Anne Street, Floriana FRN 9010 Malta.**

Complaints **concerning your insurance intermediary** may subsequently be referred to the **UK Financial Ombudsman Service.**

FINANCIAL SERVICES COMPENSATION SCHEME (FSCS)

All St Julians Insurance Company Limited policies issued in the UK for individual customers or 'small businesses' are covered by the **Financial Services Compensation Scheme.** You may be entitled to compensation from the scheme if your insurer cannot meet its obligations (e.g. if it goes out of business or into liquidation or is unable to trade).

Further information about compensation scheme arrangements is available from the FSCS (www.fscs.org.uk telephone number 0207 741 4100).

CATERERS LIABILITY DECLARATION FORM
IMPORTANT PLEASE READ THIS DECLARATION

Policy No.: SJ013855
Name of Insured: Shoot The Bull Ltd

THIS INSURANCE IS ACCEPTED ON STANDARD TERMS PROVIDED THAT NEITHER YOU, OR ANY OTHER PARTNER OR DIRECTOR, TO THE BEST OF YOUR KNOWLEDGE:-

1. Have had any Liability Insurer cancel or decline a proposal, refuse to renew cover or made subject to increased rates or special terms
2. Have been convicted, prosecuted or are under any investigation for, or have any pending charge for any criminal offence involving arson, fraud, theft or dishonesty of any kind
3. Have suffered any liability claims or been involved with any incidents which may give rise to claim (whether insured or not) during the last 5 years
4. Have been prosecuted under any safety legislation during the last 5 years
5. Have been declared bankrupt or insolvent or ever had a County Court Judgement registered against them

IF ANY ANSWER IS YES YOU WILL NEED TO COMPLETE A PROPOSAL FORM FOR UNDERWRITERS CONSIDERATION BEFORE ANY COVER ATTACHES

Declaration

1. I/We declare that to the best of my/our knowledge and belief that at the inception of this insurance
 - (a) the above statement of particulars which have been given separately by me/us or by others on my/our behalf, are true and complete
 - (b) any statement or particulars which have been given separately by me/us or by others on my/our behalf are true and complete
 - (c) I/We have not withheld any material fact*
2. I/We confirm that I/we have registered my/our business with the relevant Local Authority Environmental Health Department, my/our Gross Annual Turnover does not exceed that stated in the Schedule of Insurance and I/we am/are not involved in the erection or dismantling of any marquee/tent above 3.048 (10 ft) in height
3. I/We agree that this declaration and any particulars given separately shall form the basis of the contract
4. I/We understand that the Company reserves the right to decline this insurance in the event of material non-disclosure
5. I/We understand that Insurers share information with each other, credit reference agencies and other information agencies with regard to credit arrangements, policies and claims, primarily to help assess risks, handle claims and prevent fraud and I/we consent to this

***IMPORTANT**

Material facts are those which are likely to influence the Company in the acceptance or assessment of this proposal and it is essential that you disclose them. If you are in doubt about whether a fact is material, you should disclose it, since failure to do so could invalidate your policy.

NOTE - You cannot cancel or transfer this policy and there is no refund of premium available

**IF ANY DETAIL IS INCORRECT, PLEASE CONTACT YOUR BROKER IMMEDIATELY.
FAILURE TO DO SO COULD INVALIDATE YOUR INSURANCE IN EVENT OF A CLAIM**

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE

Where required by Regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the Insured employs persons covered by the policy. In addition, in accordance with Regulation 4 of the Regulations the Insured must, on expiry, keep this certificate, or a copy thereof, for a period of 40 years from the commencement date of this certificate.(ii)

Policy No: SJ013855
Name of Insured (i): Shoot The Bull Ltd
Date of Commencement of Insurance: 01/05/2016
Date of Expiry of Insurance: 30/04/2017

We hereby certify that subject to paragraph 2:

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland or to offshore installations in any waters outside the United Kingdom to which Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies.
2. the minimum amount of cover provided by this certificate is no less than £5,000,000

Signed on behalf of St Julians Insurance Company Limited
Authorised Insurers, registered in Malta (C-50869)



Signature
Gary Humphreys, Underwriting Director

- (i) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only named subsidiaries
- (ii) Although Regulation 4(4) has now been repealed, businesses should, as a matter of best practice, continue to retain certificates for 40 years after the commencement of cover.

St Julians Insurance Company Limited is authorised and regulated by the Malta Financial Conduct Authority to carry on General Business (Class 13 – General Liability) in terms of the Insurance Business Act 1998 and subject to a limited regulation by the Financial Conduct Authority in respect of underwriting insurance business in the UK.

**Caterers Liability - Schedule of Insurance
Arranged by Mobilers Insurance Services**

**John Garth House, Engine Lane, Stourbridge DY9 7DF
Tel: 0800 180 4175**

Policy Number	SJ013855
Name and Address of Insured	Shoot The Bull Ltd 18 Munstead Way Welton Brough HU15 1FN
Period of Insurance	01/05/2016 to 30/04/2017
Limits of Indemnity	
Section 1 Employers Liability	£10,000,000 (any one occurrence or series of occurrences arising out of one cause)
Section 2 Public Liability	£5,000,000 any one accident or series of accidents arising out of one event*
Section 3 Products Liability	£5,000,000 in the aggregate any one period of insurance*
Pollution and Contamination	£5,000,000 in the aggregate any one period of insurance* * increasing to £10,000,000 where stipulated under contract or regulatory requirement
Section 2 and 3 combined	
Excess (Section 2/3)	£250.00 each and every property damage claim
Declared Occupation:	Cold / Hot Food Vehicle / Food Market Stall
Declared Employees:	0-10
Declared Seating Capacity:	0
Declared Turnover:	£100,000
Premium (Inclusive of IPT at the current rate)	£ 199.40
Administration Charge	£ 25.00
Total	£ 224.40

Underwritten by St Julians Insurance Company Limited,
Authorised Insurers, registered in Malta (C-50869)



This Schedule of Insurance has been signed on behalf of the Company by and should be read together with the Liability Policy wording

Date of Issue: 26 April 2016

St Julians Insurance Company Limited is authorised and regulated by the Malta Financial Conduct Authority to carry on General Business (Class 13 – General Liability) in terms of the Insurance Business Act 1998 and subject to a limited regulation by the Financial Conduct Authority in respect of underwriting insurance business in the UK.



THE

PIZZA

KITCHEN



Method of Statement

Arriving on Site

If required, we will immediately report to the Site office and register our arrival and record the number of vehicles and staff on site.

We will provide a list of staff and their duties and where and when they will be working.

Fire exits and the designated meeting points will be noted and information communicated to all members of staff.

Siting Catering Unit

The supervisor will make sure that there is:

- Not less than 3 meters space between each catering trailer/unit
- Or at least 6 meters between large tent structures

Unless otherwise agreed with the organiser

A designated staff member will carry out a 'Fire Risk Assessment', and make sure that all Health and Safety procedures are being implemented and maintained.

All relevant documentation (such as health and safety policy, fire risk assessment, food safety training, certificates, menu and price list) will be available and displayed if required.

All equipment will be fully PAT tested prior to the event.

A copy of food hygiene training certificates for all food handling staff will be supplied to the organisers in advance of the event if requested.

Health and Safety Procedures and Dealing with Waste

There is a strict no smoking policy within our food preparation areas, staff are only allowed to smoke away from the catering units and not whilst wearing their food preparation uniform.

On arrival we will make ourselves and our staff aware of where the waste disposal and wet waste disposal points are.

All food waste and other refuse will be deposited in the correct waste bin on a regular basis throughout the day.

The public will not have access to any LPG cylinders as we do not use them.

We will provide a plastic dustbin per installation for the public to dispose of their litter, which will be emptied when required during the day.

Cleaning and Equipment Preparation

All work areas including all surfaces will be maintained in a good clean condition.

We will practice a 'clean as you go' policy in addition to any regular cleaning tasks. This includes cleaning up spillages and soiling as they occur during work activities and also includes cleaning surfaces and equipment that have been in contact with food after every use or frequent use.

Where necessary, safety equipment such as gloves, goggles and aprons will be provided to staff.

We will ensure that all possible health and safety precautions have been taken to minimise the risk to the public and staff.

Food Preparation, Storage and Handling

Regular temperature checks are taken on cooked foods throughout the day.

Raw and ready to eat foods must be kept separate and food conditions checked regularly to avoid cross contamination.

Our cleaning schedule must be maintained and recorded in the Daily Recording Diary.

Serving Food

Staff are trained in food hygiene matter appropriately with their activities.

Departing from Site

When departing from site, the installations will be cleaned and waste disposed of at the designated waste points.

The site of the trailer will be inspected and cleared of any waste.

Electrical equipment will be checked to ensure correct disconnection, prior to movement.

We will report and record the time of departure, signing any relevant documentation required.

**New Year's Day fire works display application form
Hull Marina - street food**

Vendor name- Shoot The Bull

Site- your location will be confirmed once this form is completed and fee paid, you will be earmarked a pitch.

Times- 4pm until 9pm

Set up from 12 noon on 01/01/16 all vehicles must be off site by 3pm no vans or equipment left over night, cars vans can park in Blanket row

Vehicle details -. reg no. YG63 MSU

Make and model. Vauxhall Vivaro

Fee - £100 plus vat - to be paid by 1/12/16 - non refundable
This will include electric hook up and waste removal.

Documentation needed - these must be available in hard copy and also emailed to me, failure to have these may lead to you been unable to trade.

We will need a list of electrical equipment and kW rating of each ASAP please

Equipment	kW rating	2 x 16amp supply required
3 x Lights	120w	13amp plug connection
2 x fryer	3.5kw each	13 amp plug connection

Food registration document
Upto date food hygiene rating
Risk assessment and method statement

Public liability insurance

Gas safe certificate (if applicable)

Fire extinguisher certificate

Pat test for all electrical equipment

J peg of logo

Size of van/gazebo/ and a picture of it set up

Terms and conditions

At this event you agree to the following

- All traders to have paid the fee and completed the application form
- You agree to leave the land/ground you trade on exactly as you found it
- Maintain high standards of cleanliness and hygiene , in keeping with your HACCP food safety plan
- To serve exactly what is on your menu
- You are not permitted to be serve alcohol
- All food waste to be put in black bags and put in bins

Thanks Lee

**New Year's Day fire works display application form
Hull Marina – street food**

Vendor name- The Pizza Kitchen

Site- your location will be confirmed once this form is completed and fee paid, you will be earmarked a pitch.

Times- 4pm until 9pm

Set up from 12 noon on 01/01/16 all vehicles must be off site by 3pm no vans or equipment left over night, cars vans can park in Blanket row

Trailer Details Rice Horse Box

Vehicle details Reg no. V594 0AL

Make and model. Citroën Dispatch

Fee – tbc- plus vat – to be paid by 1/12/16 - non refundable
This will include electric hook up and waste removal.

Documentation needed – these must be available in hard copy and also emailed to me, failure to have these may lead to you been unable to trade.

We will need a list of electrical equipment and kW rating of each ASAP please

Equipment	kW rating	
Manual Handwash	0.003	
Water Pump	0.090	
Dough Roller	0.255	
Lights	0.054	

- Food registration document
- Upto date food hygiene rating
- Risk assessment and method statement
- Public liability insurance
- Gas safe certificate (not applicable)
- Fire extinguisher certificate
- Pat test for all electrical equipment
- J peg of logo
- Size of van/gazebo/ and a picture of it set up

Terms and conditions

At this event you agree to the following

- All traders to have paid the fee and completed the application form
- You agree to leave the land/ground you trade on exactly as you found it
- Maintain high standards of cleanliness and hygiene , in keeping with your HACCP food safety plan
- To serve exactly what is on your menu
- You are not permitted to be serve alcohol
- All food waste to be put in black bags and put in bins

Thanks Lee

Concise Latest Test Results

LATUS & STUART LTD

Page 1
Monday, 9. May 2016 11:35

Test Status: All, Test Type: All
Person: All, Instrument: All
From: 01/04/2016 To: 31/05/2016

Client: SHOOT THE BULL, SOUTH CAVE

Site: SHOOT THE BULL

Location: SITE

Asset ID	Description	User	Test Instrument	Date	Retest Period	Next Test	Result
4150236	TRANSFORMER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150237	TRANSFORMER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150238	EXTENSION	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150239	LAMP	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150240	LAMP	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150241	LAMP	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150242	LAMP	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150243	EXTENSION	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150244	EXTENSION	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150245	EXTENSION	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150246	BLENDER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150247	MIXER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150248	FRYER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150249	FRYER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150250	FRYER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass
4150251	FRYER	GARETH NELSON	Seaward PrimeTest 300 09A-0761	06/05/2016	12 Months	06/05/2017	Pass

Total Tests: 16

CERTIFICATE

of Electrical Appliance Testing

THIS CERTIFICATE IS AWARDED TO:

The Hull Pie

This is to certify the electrical appliances on the above named company have been tested for electrical safety in accordance with the IET code of practice for in service and inspection and testing of electrical test Equipment.

Tel: 0800 6890665
Tested by A.M.P Ltd
114 Wellington Street
Leeds
LS1 1BA



Valid until: Jan 2016

City
Guilfos
Qualified

Health and safety policy

This is the statement of general policy and arrangements for:

The Hull Pie Catering – Events & Festivals Name of organisation
--

Overall and final responsibility for health and safety is that of:

Matthew Cunnah Name of employer

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Matthew Cunnah

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Matthew Cunnah, Owner	<ul style="list-style-type: none"> - Measures taken to reduce the risk of slips, trips and falls at all events. - Procedures put in place to manage risks involved in working with hot foods, liquids, ovens and utensils. - All staff will be trained in Food Hygiene and procedures have been put in place to ensure a clean, hygienic and safe working environment. - Staff trained in manual handling, safe storage, fire safety and COSHH. - Measures taken to reduce risk in working with knives and sharp utensils. - Compliance with Environmental Health requirements. - Accident and Incident book regularly reviewed to ensure current policy and procedures addresses any issues that may arise.
To provide adequate training to ensure employees are competent to do their work	Matthew Cunnah, Owner	<ul style="list-style-type: none"> - All staff receive induction and ongoing training in safe working procedures which meet Health & Safety requirements. - Regularly review working practices to update and maintain safe working procedures. - Training provided includes Manual Handling, Fire Safety, COSHH, and Food Hygiene. - Accurate records kept of staff training.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Matthew Cunnah, Owner	<ul style="list-style-type: none"> - In addition to training, ongoing practices are monitored by management and supervisors daily to ensure safe working practices. - Occupational Health discussed as part of the formal Employee Review process. - Accurate personnel information held for members of staff, such as next of kin, allergies and health conditions.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below)	Matthew Cunnah, Owner	<ul style="list-style-type: none"> - Evacuation and emergency procedures displayed in the back office and discussed with staff during health and safety training.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Matthew Cunnah, Owner	<ul style="list-style-type: none"> - Procedures in place for the regular checking of equipment and for reporting of damage or problems with equipment. - Safe storage, Fire Safety and COSHH training covered as part of health and safety

		training, to ensure staff and comfortable with working procedures put in place to minimise risk.
--	--	--

Health and safety law poster is displayed:	At The Hull Pie		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)	All part of the event team kit		
Signed: (Employer)	Matt Cunnah	Date:	01/07/15
Subject to review, monitoring and revision by:	Matthew Cunnah, Owner	Every:	6 months or sooner if work activity changes

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: www.hse.gov.uk/riddor

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business). Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit. You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide (www.hse.gov.uk/risk/casestudies/). Simply choose the example closest to your business.

Organisation name: The Hull Pie Ltd

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do any other actions need to be taken to manage this risk	Action by whom?	Action by when?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages, or on wet days when the entrance becomes wet and slippery.	<ul style="list-style-type: none"> - We carry out general good housekeeping throughout the event. - All areas are well lit. - There will be no trailing leads or cables. - Staff keep work and service areas clear, eg no boxes left in walkways, deliveries stored immediately, spillages cleaned immediately. 	Not at present	N/A	N/A	
Hot trays and utensils in the service area	Staff may be burned if an accident occurs. Carrying and Handling of Hot / Cold Gravy	<ul style="list-style-type: none"> - Tea towels and oven gloves provided for staff. - Staff trained in working with hot utensils. - No transportation of gravy in collapsible basta boxes 	Not at present.	N/A	N/A	
Vehicle collision & access problems	Staff, other vendors, general public may be injured in a vehicle collision.	<ul style="list-style-type: none"> - Transport and loading arrangements will be pre-arranged with the organisers in line with official load-in/load-out times. - Experienced driver. Van of appropriate size to be used. - Later deliveries planned based on limited access. - Staff to support maneuvers, particularly when reversing the vehicle. 	Official load-in/out times to be discussed with organisers.	Kate	N/A	
Spread of bacteria	Staff and customers may be at risk if the spread of bacteria is not prevented.	<ul style="list-style-type: none"> - Staff wear gloves when serving and use a separate hand for handling money. - Utensils used for serving food. - Staff wash their hands before and after changing activity, going to the toilet and handling food. - Antibacterial handwash available at all hand wash sinks. - Staff wear appropriate, clean and safe clothing. - Staff tie back long hair. - Apron to worn when preparing food. - Only a single wedding band may be worn; other 	Not at present.	N/A	N/A	

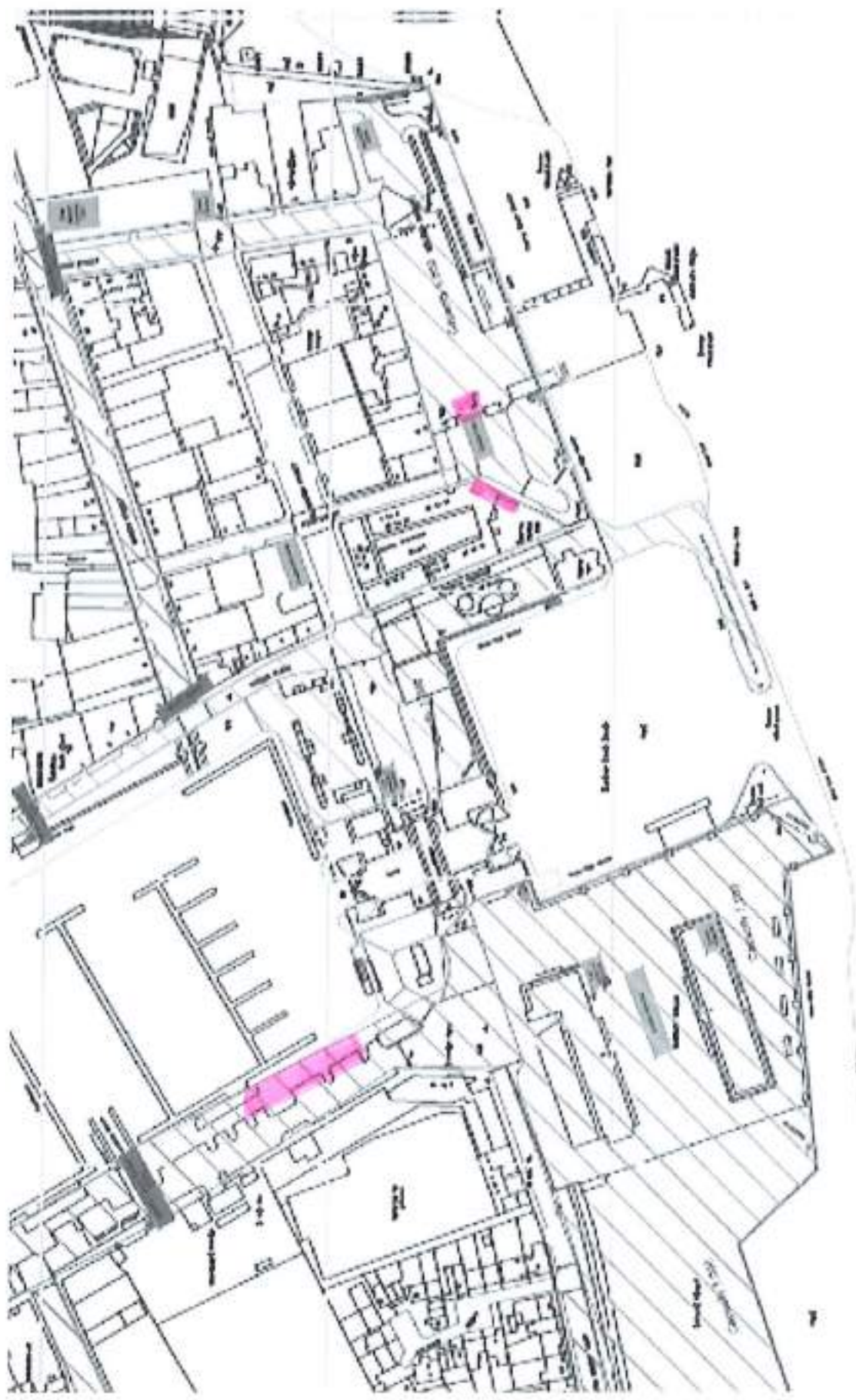
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do any other actions need to be taken to manage this risk	Action by whom?	Action by when?	Done
		<p>jewellery below the elbow is removed.</p> <ul style="list-style-type: none"> - Surfaces are regularly cleaned with antibacterial spray. - Staff are not allowed to eat in the service area, and drinks are kept away from the food preparation and service area. - A deep clean checklist is now in operation to ensure the whole premises is regularly cleaned. - Floors are swept and washed regularly. 				
Heavy lifting	Staff may be injured when carrying equipment or heavy boxes of stock or.	- Appropriate individuals manage the majority of the heavy lifting.	Not at present	N/A	N/A	
Adverse weather	Staff, customers and equipment may be affected if it is raining or windy eg. By blowing equipment over, slipping on a wet surface, rain water near electrics.	<ul style="list-style-type: none"> - Tent and equipment securely fastened. - All electricity connections under waterproof cover. - Ground covered with tarpaulin. - Event risk assessment carried out by organisers will also cover this issue. - Guidelines and procedures adhered to. - Staff to be appropriately dressed for outdoor work. 	Not at present.	N/A	N/A	
Oven & pie warmer burns	Staff may be burned when using the oven.	- Staff provided with clean tea towels and/or oven gloves with which to protect hands when using the oven.	Not at present.	N/A	N/A	
Cleaning materials being mixed up with cooking materials	Staff or customers may ingest	<ul style="list-style-type: none"> - Cleaning products are stored separately from cooking products. - Cleaning products are clearly marked. - Staff trained in which products to use and when. 	Not at present.	N/A	N/A	
Injuries from boxes stored inappropriately	Staff could be injured by falling boxes or by tripping over boxes stored on the floor.	- Boxes are tidied or unpacked, labelled and stored on shelves where possible.	Not at present.	N/A	N/A	
Knives and sharp utensils	Staff may cut themselves when selecting, washing and using knives and sharp utensils.	<ul style="list-style-type: none"> - Staff are trained in how to use knives safely. - Knives and sharp utensils are kept well away from the customers and the service area. - Separate container for sharp utensils used. - Sharps never to be left in the sink or other food service areas. 	Not at present	N/A	N/A	
Gas Cylinders	Fire risk & risk of falling	<ul style="list-style-type: none"> - No naked flame near the gas canisters - Canisters to be kept a safe distance from equipment 	Not at present.	N/A	N/A	

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do any other actions need to be taken to manage this risk	Action by whom?	Action by when?	Done
		<ul style="list-style-type: none"> - Canisters to be placed in a safe place where they will not fall, cause a trip hazard or be knocked over. - Gas canisters placed away from direct sunlight. - special care taken over the transportation of gas canisters in line with health & safety guidelines 				
Cardboard Fire risks	Cardboard stored near electrical sockets and appliances poses a fire risk.	<ul style="list-style-type: none"> - Cardboard disposed of when possible. - Cardboard kept away from electrical sockets and stored safely where possible. - All sockets that do not need to be left on to be turned off. 	Not at present.	N/A	N/A	
Contamination of food	Food could become contaminated or go off if not treated, stored and prepared appropriately which poses a risk to the staff and the public.	<ul style="list-style-type: none"> - Date labels placed on everything that has been opened in the fridge. - All items requiring refrigeration are refrigerated every day. - Food preparation area kept tidy and regularly cleaned with antibacterial spray. - Utensils regularly washed and safely stored. - Staff trained in safely handling food. - Uncooked food prepared on separate surfaces to cooked food. - Different coloured boards used for the preparation of uncooked meat products. - Different utensils used for vegetarian products. - Products frozen where necessary. - Any items dropped on the floor binned immediately. - All pies kept at 80 degrees before being placed in the pie warmer. - Regular temperature checks carried out on the fridges and pies from the oven and in the pie warmer. - Fridges, freezers and cupboards cleaned regularly. - Staff wear gloves when handling raw meat and wash all surfaces immediately after use. - Hand hygiene controls in place, to be reviewed this month. 	Not at present.	N/A	N/A	

Employers with five or more employees must have a written health and safety policy and risk assessment. It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your workplace, such as new equipment or work activities.

For further information and to view our example risk assessments go to <http://www.hse.gov.uk/risk/casestudies/>
Combined risk assessment and policy template published by the Health and Safety Executive 11/11



- Concessions - proposed locations.

- Zone A = 4 of 3x3 marquees, 2 located to the right of Minerva on footpath
 2 located at end of toilet block (area used for similar purpose previously).
- Zone B = 4 x Vans, 4-5m long (tbc).



GILES INSURANCE

Public and Products Liability Certificate

Name of Policyholder:	Miss Sarah Rowland T/as The Pizza Kitchen
Business Type:	Mobile Catering Trailer
Insurance Company:	Aviva Insurance Limited
Policy Number:	24698125CHC/00049476
Date of Commencement of Insurance:	23rd November 2016
Date of Expiry of Insurance:	22nd November 2017
Type of Cover:	Public & Products Liability
Limit of Indemnity:	£10,000,000

Subject to the Terms, Conditions and Exceptions of the full Aviva policy wording

Signed on behalf of
Giles Insurance Consultants

Neil Giles Cert PFS, Cert CII

Underwritten by, Aviva Insurance Limited. Registered in Scotland No.2116.
Registered Office: Pitheavlis, Perth PH2 0NH. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority

HOUSE • MOTOR • COMMERCIAL • TRAVEL • HEALTH & ACCIDENT • PRIVATE HEALTH INSURANCE

Giles Insurance Consultants • 4b High Street, Burnham, Buckinghamshire, SL1 7JH
T 01628 667707 F 01628 666272 E insure@gilesinsurance.net W www.gilesinsurance.net
N.A. Giles Cert PFS – Proprietor
Authorised and regulated by the Financial Conduct Authority (FCA)

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Food hygiene ratings

[Search all data](#) | [Search a local authority area](#) | [Find out more about ratings](#) | [Frequently asked questions](#)

Shoot The Bull

FOOD HYGIENE RATING
 0 1 2 3 4 **5**
VERY GOOD

Address: Private address: registered with East Riding of Yorkshire local authority HU15
Business type: Mobile caterer
Date of inspection: 04 June 2015

Are you the business owner or manager?
 If any information on this page is incorrect you can email the correct information to your local authority by using the email address below.
 You can find out [how to appeal against the rating given and find out about your right to reply](#). You can also [ask for a re-inspection](#).
Display this rating on your website
 You can display this rating on your website. [Get the code](#).
Local Authority
 Name: East Riding of Yorkshire
 Website: www.eastriding.gov.uk

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Date of hygiene rating

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Siamax Power Limited

Health and Safety Policy



1. POLICY ON HEALTH AND SAFETY

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SECTION ONE: GENERAL STATEMENT OF HEALTH AND SAFETY POLICY

1) The Directors recognize and understand the legal requirements of the Health and Safety at Work Act 1974, legislation and relevant directives issued by the European Commission, in respect of it's duties towards employees and those members of the public with whom is has contact.

2) The health and safety of Siamax Power Ltd employees is of paramount importance.

3) We aim to provide and maintain safe and healthy working conditions for all employees, freelance staff and sub contractors. We also aim to provide safe and certified equipment and systems of work.

4) Due to the nature of our work, particularly tours, events and promotional activities, we will prepare and oversee the implementation of policy and risk assessments as and when necessary.

5) Siamax Power Ltd will ensure that all preventative and protective measures are and will continue to be implemented following the identification of potential hazards and the assessment of risks associated with them.

6) A full risk assessment will be conducted for all work undertaken – this will form the basis of safe and efficient management and production.

7) All employees will receive regular Health and Safety training and legislative updates where applicable.

8) Siamas PowerLtd will at all times ensure that contracted companies provide a full and comprehensive Health and Safety Policy Statement and Risk Assessment guidelines before commencing any work. We will only use companies and subcontractors that cooperate with this policy. This said, it is the responsibility of these companies to ensure that their own policies are adhered to at all times.

The objectives of this statement can only be achieved through the support and co-operation of employees and all other persons who use our services, or those who come into contact with Siamas PowerLtd



SECTION TWO: ORGANISATION FOR HEALTH AND SAFETY

Responsibilities of the proprietor

- 1) The Directors of The Company have the overall responsibility for ensuring that the Health and Safety Policy is effectively implemented and that proper resources are made available in order to achieve this.
- 2) They will plan ahead as necessary to make human, financial and other resources available to secure a high standard of Health and Safety management, taking competent advice on matters of Health and Safety where relevant.
- 3) The Directors provide the final authority on matters concerning Health and Safety at work.
- 4) They will ensure that responsibility for Health and Safety is properly assigned and accepted at all subordinate levels.
- 5) They will also ensure that adequate training for Health and Safety is carried out in order to develop competence and awareness.
- 6) They will ensure that the Health and Safety Policy is reviewed every year and, if necessary, revised.
- 7) The Directors will make provisions for the Company to have sufficient sources of competent advice and assistance on Health and Safety.
- 8) They will make decisions on Health and Safety issues based on a proper assessment of any risks in an appropriate manner as far as those risks are within their control. They will ensure that a competent person who is appropriately equipped to do so carries out the assessment of risk.
- 9) They will ensure the establishment of safe systems of work in order to eliminate or minimize risks, and make these systems and information about any risks known to persons under their control.
- 10) They will ensure that effective means of communication and consultation on Health and Safety are established and maintained.
- 11) Ensuring the competence of staff is high priority. In order to fulfil the requirements of this policy, only persons who are known to the competent will be employed. Evidence of technical competence and qualifications will be sought in every case.
- 12) The Directors will monitor the Company's Health and Safety performance by means of regular reviews and inspections and through regular personal contact with personnel and the work activities undertaken by the Company.
- 13) The Directors will make arrangements for the investigation and reporting of accidents.



Responsibilities of Employees and Freelance Personnel

The law makes it the duty of employees to take reasonable care for their own health and safety and that of others. In particular, this duty extends to:

- 1) Co-operation with company management to ensure that safe working practices are maintained.
- 2) Reporting promptly any hazardous situation or defect to the person most appropriate to take remedial action.
- 3) Making full and proper use of any protective equipment or any other equipment with a health and safety function, and keeping such equipment in a clean condition and in good order.
- 4) Acting responsibly and refraining from horseplay while at work.
- 5) Co-operation with the company in the implementation and observation of all statutory requirements placed upon the company.
- 6) Observing the duty not to misuse or interfere with anything provided in the interests of health and safety.
- 7) Self-employed persons such as freelance personnel are obliged by law to take all reasonably practicable steps to ensure that they themselves are not put at risk, and that others who may be affected by their actions are likewise are not put at risk.
- 8) With respect to many of the legal regulations that require employers to protect their employees from risk, the same types of regulations apply to the self-employed, requiring them to protect themselves and others. The legal duties apply whether or not people choose to comply with the policy.
- 9) Self-employed persons will make proper consideration of health and safety before embarking upon any work, and will take reasonable care for their own health and safety and that of others at all times.
- 10) The self-employed will also adhere to specific legal requirements, such as assessing and adequately controlling risks to health and safety before commencing work.
- 11) They also have the duty to give information about the health and safety aspects of their work to any person who might be affected by that work.



SECTION TWO: ORGANISATION FOR HEALTH AND SAFETY RISK ASSESSMENT

LEGISLATION

The Management of Health and Safety at Work Regulations 1999

Also other legislation, such as:

The Control of Substances Hazardous Regulations (COSHH) Regulations 2002

The Manual Handling Operations Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002)

Personal Protective Equipment at Work Regulations 1992

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995

The Noise at Work Regulations 1998

The Electricity at Work Regulations 1989

Health and Safety (First Aid) Regulations 1981

Protection of Eyes Regulations 1974

The Control of Pollution Act 1974

Lifting Operations and Lifting Equipment (LOLER) Regulations 1998

Provision and Use of Work Equipment (PUWER) Regulations 1998

Health and Safety (Safety Signs & Signals) Regulations 1980

Work at Height Regulations 2005

POLICY AND PROCEDURES

- 1) It is the policy of the company to be able to demonstrate that all risks arising from our work are progressively assessed and, as far as reasonably practicable controlled.
- 2) All significant risks will be recorded, together with the way in which they will be controlled. The records will be reviewed on a regular basis and the assessments revised when significant changes have taken place.
- 3) Risk assessment has been initiated by the Directors and is carried out at each work location by staff known to be competent and trained in the recognition and control of risks to health and safety.
- 4) The relative importance of risks will be assessed and precedence will be given to the control of risks.
- 5) Risk assessments are collected from all other companies at the work location, in order that all relevant information can be shared.
- 6) Liaison with all other companies is necessary to advise them of any risks for which they might be responsible. Co-ordination between us and joint control of risks will be expected.
- 7) The aim will always be to control the risk by the most effective measures available. Control of risk at source will be considered before less effective methods, such as the use of personal protective equipment, are used.
- 8) The Company will ensure that responsibility for risk control is properly allocated and that the control measures are carried out.

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MANUAL HANDLING

LEGISLATION

The Health and Safety at Work Act 1974

The Manual Handling Operations Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002)

POLICY AND PROCEDURES

The Company's policy is to avoid wherever possible the need for any type of manual handling that exposes an employee or freelance personnel to a risk of injury.

To this end, the Company will:

- 1) Identify any manual handling operation where there is a risk of injury to staff. This will be carried out as part of general risk assessment by the person in charge of the work location.
- 2) Identify and implement any reasonably practicable means of avoiding the operation.
- 3) Where the operation cannot be avoided, the Company will identify any measures that can be taken to control the risks. Risk assessment will be carried out as previously mentioned.
- 4) The assessment will be recorded and will be kept under review and revised as necessary.
- 5) Measures required to control any risks will be taken as far as reasonably practicable. The person responsible for the work involving manual handling will carry out any such control measures or recommend appropriate action to be taken to the Directors where such measures are outside their authority.
- 6) Staff will be given information of the load to be handled, in order to enable them to plan the operation.
- 7) It is the duty of all employees to make full and proper use of safe systems of work and any equipment provided for safety in any handling operation, and all freelance personnel have similar duties to protect themselves and others from risks.

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MECHANICAL HANDLING

LEGISLATION

The Health and Safety at Work Act 1974
Provision and Use of Work Equipment (PUWER) Regulations 1998
Lifting Operations and Lifting Equipment (LOLER) Regulations 1998

POLICY AND PROCEDURES

- 1) All employees or sub contractors may only operate mechanical handling equipment if they have been fully trained in the operation of such equipment, and holds a valid requisite licence, and has been granted the permission to do so.
- 2) All equipment used must fully comply with all regulations relating to testing and examination and must be to the management's satisfaction.
- 3) All equipment must be in safe working order and operators will, prior to use, carry out a walk-around check.
- 4) All operators will be aware of the dangers concerned with overhead power lines, steam, water, air or similar services.
- 5) All operators will be aware of the ground/floor stability.



WORKING AT HEIGHT

LEGISLATION

Health and Safety at Work Act 1974

Work at Height Regulations 2005

Provision and Use of Work Equipment (PUWER) Regulations 1998

Lifting Operations and Lifting Equipment (LOLER) Regulations 1998

POLICY AND PROCEDURES

- 1) When it is necessary to work at any height precautions must be taken to prevent a fall.
- 2) Where working platforms are provided, handrails and toeboards must be provided, scaffolding must be provided and erected by a competent scaffolder and must comply with all regulations.
- 3) Care must be taken to ensure that nothing can fall onto persons below.
- 4) Ladders must be of sound construction and of adequate length.
- 5) Whilst working at height, full body harnesses, attached to correct fall arresters/lanyards, must be worn. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark.
- 6) Whilst hanging speaker assemblies, all chain locks and primary load bearing RSJs must be secured solidly and be of adequate SWL.
- 7) All tools should be attached to person by a lanyard.
- 8) When accessing and egressing trusses using truss ladders personnel inertia safeties should be used.

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MOBILE ELEVATED WORK PLATFORMS

LEGISLATION

Health and Safety at Work Act 1974

Provision and Use of Work Equipment (PUWER) Regulations 1998

Lifting Operations and Lifting Equipment (LOLER) Regulations 1998

Management of Health and Safety at Work 1999

Reporting of Injuries, Disease, Dangerous Occurrences (RIDDOR) Regulations 1985

Construction (Health, Safety and Welfare) Regulations 1996

Work at Height Regulations 2005

POLICY AND PROCEDURE

Mobile Elevated Work Platforms can provide excellent safe access to high level work. When using a Mobile Elevating Work Platform make sure that:

- 1) Employees and subcontractors operating it are fully trained and competent.
- 2) The work platform is provided with guard rails and toe boards or other suitable barriers.
- 3) It is used on firm and level ground. The ground may have to be prepared in advance.
- 4) Its tyres are properly inflated.
- 5) Any outriggers are extended and chocked as necessary before raising the platform.
- 6) Everyone knows what to do if the machine fails in the raised position.

DO NOT

- 7) Operate Mobile Elevated Work Platforms close to overhead cables or other dangerous machinery.
- 8) Allow a knuckle, or elbow, of the arm to protrude into a traffic route when working near vehicles.
- 9) Move the equipment in the raised position unless the equipment is designed to allow this to be done safely (check the manufacturer's instructions.)
- 10) Some Mobile Elevating Work Platforms are described as suitable for 'rough terrain.' This usually means that they are safe to use on some uneven or undulating ground – but check their limitations in the manufacturer's instructions before taking them onto unprepared or sloping ground.



SAFETY HARNESSSES

Wearing a safety harness with a lanyard attached to the platform can provide extra protection against falls; especially whilst the platform is in motion (manufacturers are fitting harness points to machines).

When using a harness or line, remember:

- 11) A harness will not prevent a fall – it can only minimize the risk of injury if there is a fall. A shock absorber fitted to the harness lanyard can reduce the risk of injury from shock loads.
- 12) Allow for a free fall distance of no more than 2 metres.
- 13) Consider how to recover anyone who falls.
- 14) Anyone who needs to attach themselves should be able to do so from a safe position. They need to be able to attach themselves before they move into a position where they are relying on the protection by the harness.
- 15) Any attachment point must be capable of withstanding the shock load in the event of a fall – expert advice may be needed. The harness lanyard should be attached above the wearer where possible (on a machine, harness points are usually low down so you cannot fall far). Using running lines or inertia reels can provide extra free movement.
- 16) A suitably qualified person must supervise installation of equipment to which harnesses will be fixed.
- 17) Make sure that everyone who uses a harness knows how to check, wear and adjust before use and how to connect themselves to the structure/machine or safety line as appropriate.

OVERHEAD POWER LINES

- 18) Contact with overhead electric lines is a regular cause of death and injury. Any work near electric distribution cables or railway power lines must be carefully planned to avoid accidental contact.
- 19) Where possible all work likely to lead to contact with the overhead line should be done in an area well clear of the line itself.
- 20) In some cases it may be possible to alter the work to eliminate the risk, for example, by reducing the length of scaffold tubes, or roof sheets to ensure that the line cannot be contacted accidentally.
- 21) As a general rule no vehicles, plant or equipment should be brought closer than:
 - 15 metres of overhead lines suspended from steel towers; or
 - 9 metres of overhead lines on wooden poles.
- 22) In cases where closer approach is likely, it is necessary to have the lines made dead or to erect barriers to prevent approach to them. When work is to take place too close to overhead lines, detailed precautions should be discussed with the owners of the lines.



WORK AFFECTING THE PUBLIC

23) It is not only workers who are at risk from construction work. Members of the public are also killed and seriously injured each year. The dead and injured include children.

24) Remember, when working in public areas, the work needs to be planned and executed to take account of the needs of children, people with prams, the elderly and those with disabilities.

FALLING MATERIAL

25) Protect passers-by with brick guard or netting or fenced off areas.

26) Do not stack materials on platforms unless it is needed and then not above the level of the toe board.

DUSTY OR HOT WORK

27) Fence off hot work such as welding or the use of disc cutters to contain dust or sparks. Ensure that sparks or dust does not damage the hydraulic hoses or cables of the machine. A skirt may be required.

KEEPING THE PUBLIC OUT

28) In most cases a perimeter fence will need to be erected and maintained.

29) If work is being done in occupied premises, clear responsibilities for maintaining precautions and keeping those not involved in the work away need to be agreed with the occupier of the premises.

WORK IN A ROADWAY OR FOOTPATH

30) When working on the footpath or roadway, there could be a hazard to pedestrians or traffic. Road traffic may also present a hazard to the people on site. Refer to the Code of Practice, "Safety at Street Works and Road Works" which provides advice. This may include:

- signs for traffic pedestrians;
- temporary traffic controls;
- cones or other barriers to mark off the safety zones;
- barriers to protect the public;
- providing high visibility clothing for those working on or next to the roadway;
- temporary lighting.

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GUIDANCE ON THE SAFE USE OF MOBILE ELEVATED PLATFORMS

Fitness of operator

31) As the operator, you are also responsible for the safety of yourself and of other personnel on the machine plus others at risk from your work.

The operator should also be physically fit to operate the machine, i.e.:

1. Vision Operating the machine requires sound judgement of space and distance.
2. Hearing The ability to hear instructions and warning signals or alarms on the machine.
3. Manoeuvrability Reasonable manoeuvrability is required to enable to carry out the above and be aware of possible hazards.

Operators should have received instruction on emergency procedures and where they may be working in areas where there are no other competent persons, it would be good practice to show a responsible person the emergency procedure.

Wind factors

32) Machines, except those designed for internal use, are generally designed to operate in wind speeds that equate up to 12.5m/s (28mph). This must be clearly stated in the instruction manual and also on the machine. Please note older machines may not state this on the machine and you should then refer to the instruction manual, which should be with the machine or manufacturer.

Please note Design wind speed is based usually on a 3-second gust whereas the Beaufort scale

is based on a 10-second gust. As such, it is recommended to step down a scale on the Beaufort scale.

Please note that it is the operator's responsibility to check weather conditions prior to and during use of the machine and must take into account the side of buildings which may protect from wind but also tunnel effect between buildings.

Safe Working Loads – SWL

33) Each manufacturer states the maximum SWL and is usually stated in kg. And by a silhouette or number of persons, i.e.: One person and equipment 120kg. (The average person being approx. 85kg.)

34) The instruction manual, which should be on the machine (protected from the elements), will state the SWL and the conditions under which these loads are to be used.

35) Machines are intended to access personnel and their equipment to the work area in an elevated position and not for use as a crane goods lift or hoist.



SCAFFOLDING AND ACCESS TOWERS

LEGISLATION

Health and Safety at Work Act 1974
Provision and Use of Work Equipment (PUWER) Regulations 1998
Management of Health and Safety at Work 1999
Reporting of Injuries, Disease, Dangerous Occurrences (RIDDOR) Regulations 1985
Construction (Health, Safety and Welfare) Regulations 1996
Work at Height Regulations 2005

POLICY AND PROCEDURE

- 1) Any work of this nature must comply with regulations.
- 2) Any scaffolding working platforms etc must be safely erected and maintained with handrails by a competent person.
- 3) When working at heights and where necessary, nets, barriers or safety belts must be used to safeguard against persons falling.
- 4) On fragile roofs, crawler boards will be used.
- 5) Steps must be taken to ensure that persons below are aware and are wearing the correct personal protection equipment.

WORKING WITH NOISE

LEGISLATION

The Noise at Work Regulations 1989
Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
Health and Safety at Work Act 1974
Management of Health and Safety at Work 1999

POLICY AND PROCEDURES

The Company's policy is to avoid, wherever possible, exposing an employee or freelance personnel to levels of noise that can temporarily / permanently damage hearing.

- 1) Inform employees and sub-contractors where noise levels are high.
- 2) Warn employees and sub-contractors about the risk to your hearing.
- 3) Put in place procedures to control noise.
- 4) Provide ear protection – ear-muffs or ear plugs – suitable for your job.
- 5) Identify any "Ear Protection Zones."
- 6) Provide adequate information and training on:
 - How to use noise control equipment,
 - When and where to use ear protectors,
 - How to look after ear protectors,
 - Procedure for dirty, damaged or faulty equipment or ear protection.

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ACCIDENT PROCEDURE

LEGISLATION

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995

FORMS

Accident Report Book in which the details of all accidents should be inserted. Form 2508/2508A from the HSE, used for reporting to them any incident or disease respectively, as required under the above Regulations.

POLICY AND PROCEDURES

- 1) All accidents, however minor, will be recorded in the Accident Book and reported to the Directors.
- 2) Any incidents reportable under the RIDDOR will be identified, and the person responsible for reporting will be determined. If this is not Siamas PowerLtd, the relevant company will be advised accordingly.
- 3) The Directors will carry out the reporting of any incidents for which Siamas PowerLtd is responsible.
- 4) Significant incidents will be investigated by the person in charge of the work location. The Investigation will primarily be to determine any remedial action to be taken to prevent recurrence, and also to ensure there is information for Insures or any investigating Inspector of Health and Safety.



FIRST AID

LEGISLATION

The Health and Safety (First Aid) Regulations 1981

Approved Code of Practice for the Health and Safety (First Aid) Regulations 1981 – revised 1996

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
Approved Code of Practice

POLICY AND PROCEDURES

- 1) When it becomes appropriate to do so the Company will appoint and train an appropriate number of First Aiders and /or Appointed Persons, taking into account the number of employees in the workplace, the types of hazards and the layout of the workplace including its location and proximity to ambulance stations, hospitals etc.
- 2) Where fully qualified First Aiders are required their certificates will be renewed every three years, in line with legislation.
- 3) A travelling First Aid kit is supplied with each hired vehicle.
- 4) Where the Company provides its own First Aid supplies, these will be kept in accordance with Regulations. The First Aiders or Appointed Persons will have the responsibility for maintaining an adequate and clean supply of First Aid equipment at any Company premises, including carrying out regular checks of the boxes.



FIRE PROCEDURE

POLICY AND PROCEDURES

- 1) Where work of any nature likely to present a fire hazard is anticipated, employees or contractors must have available sufficient fire-fighting equipment.
- 2) All Company areas must be provided with suitable extinguishers and any heating must comply with regulations.
- 3) Employers have a duty to inform staff of the procedures and systems in place in the event of a fire including the means of escape and method of raising the alarm as part of their Health and Safety induction training.
- 4) Everyone must be aware and staff must be informed that fire fighting equipment, alarms, signs and fire escape routes must be uncovered and kept clear of obstruction at all times and that fire doors must be kept shut but not locked.
- 5) Upon arrival at a new venue it is good practice to familiarise oneself with the position of all means of escape, fire fighting equipment, alarms and procedures. Production Managers will inform all other staff, sub-contractors and participating companies before any work is commenced.

SPECIAL EFFECTS

Strobe Lighting

- 1) Production Managers should carefully consider whether to use strobe lighting during events, as they have been known to induce epilepsy.
- 2) When they are used the event organiser should arrange for a warning to be given at the point of entry to the venue.
- 3) Strobe lighting is to be operated in short bursts and flicker rates should not exceed 4 flashes per second.

Ultraviolet Lighting

- 1) Great care needs to be taken to ensure that lamps are used correctly, so as to restrict exposure to ultraviolet radiation and in particular to UV radiation.
- 2) Lamps should not be used if the outer skin is broken or if the housing filter is not in place.
- 3) Operators need to know the emission characteristics of the lamps in relation to the required spectral distribution.
- 4) When replacing lamps or other components, which could affect the radiation output, it is important that the manufacturer's advice is adhered to.
- 5) Any worker who develops an abnormal condition affecting the exposed areas of the body will not be subject to further occupational exposure of ultraviolet light and the person will be advised to seek medical assistance.



SMOKE, VAPOUR AND FOG

Smoke and Vapour Effects

There are two methods of producing smoke and vapour for special effects:

Solid carbon dioxide (dry ice) or liquid nitrogen fog machines

Fluid – based smoke machines

- 1) Dry ice should be handled only with un-perforated gloves having good thermal insulation, as momentary skin contact causes serious frostbite and blisters.
- 2) Storage containers should be vented and sited in well-ventilated areas.
- 3) Special care should be taken when handling liquid nitrogen as it is extremely cold and causes severe frostbite on contact with the skin. Long gloves having good thermal insulation and face visors should be worn to ensure that no skin is left uncovered in order to avoid hazards from splashing.
- 4) Liquid nitrogen should be stored in the container in which it is supplied.
- 5) If other methods of storage are to be employed, the supplier will be consulted in advance.
- 6) When using carbon dioxide and nitrogen gases good ventilation is necessary, as they are asphyxiates and high concentrations can present danger to the audience, performers and stage staff. Particular care needs to be taken at indoor venues that have under stage basement workshop/storage areas as the vapour may flow into these areas through openings and crevices putting people at risk.
- 7) Following initial generation, the vapours become invisible and the concentration of gas may be difficult to determine. If, during any test prior to its use at a performance, there is any doubt about the concentration present, it is recommended that expert advice be sought to monitor the oxygen and carbon dioxide levels before the equipment is used for a performance.
- 8) Smoke machines should only be used in accordance with the manufacturers written instructions.

Use of Smoke or Fog Machine

- 9) Where a smoke or fog machine is used there needs to be adequate ventilation of the affected area. The amount of smoke/vapour in the areas to which the public are admitted should be limited necessary for the desired effect.
- 10) Fans can be used, where necessary, to direct the smoke/vapour into the desired area in order to prevent clouding at the point of discharge and possible overspill into other areas of the venue. Smoke or vapour should not be discharged or drift into exits, exit-ways, stairways, escape routes etc or be allowed to obscure exit signs or fire protection equipment.
- 11) The machine should be in a fixed position, adequately protected against interference, and staffed or be readily accessible to a competent operator at all times when it is being used. The smoke/vapour outlets should also be within sight of the operator at all times.
- 12) Documentary evidence of the non-toxicity and non-flammability of smoke effects will be made available unless the type of equipment is in common use.



PERSONAL PROTECTIVE EQUIPMENT (PPE)

LEGISLATION

The Personal Protective Equipment at Work Regulations 1992
The Control of Substances Hazardous to Health Regulations 1992
The Noise at Work Regulations 1989
The Construction (Head Protection) Regulations 1989
(Also other legislation concerning lead, asbestos and ionising radiations)

POLICY AND PROCEDURES

- 1) The policy of Siamas PowerLtd is to identify any requirements for personal protective equipment. All employees and freelance personnel will be provided with PPE in accordance with the Regulations.
- 2) Personnel who come to work without the appropriate PPE will not be permitted to commence work.

RISK ASSESSMENT

- 3) Persons placed in charge of work where employees are at risk will identify whether there is a need for the use of personal protective equipment under any of the above legislations.
- 4) In doing so, they will first consider how the risk may be controlled at source and treat the requirement for personal protective equipment as a last resort. Wherever it is reasonably practicable, other, more positive and effective means will be used.
- 5) Before choosing any personal protective equipment, the Company will ensure that assessments have been carried out of the risk to be protected against and of the equipment to be used to protect any individual. On the basis of such assessments, the suitability of the equipment for protection against the risk will be assessed.

SUITABILITY OF PERSONAL PROTECTIVE EQUIPMENT

All PPE that is selected will be:

- Be appropriate for the risks involved and the environmental conditions.
- Take account of ergonomic requirements and the state of health of any wearer.
- Be capable of fitting the wearer correctly.
- Be effective to prevent the risks involved without increasing overall risk.
- Be compatible with any other item of PPE worn simultaneously.

MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT

- 1) Persons responsible for managing work where PPE is used will ensure that arrangements are in place for the proper maintenance, cleaning, examination, disinfections, repair and replacement of that equipment.
- 2) Siamas PowerLtd will ensure that PPE users are instructed and trained where necessary in the proper use of all PPE, the risks against which the PPE is intended to be effective and any requirements for cleaning, examination, disinfections and reporting of defects.

USE OF PPE

- 3) Siamas PowerLtd will take all reasonable steps to ensure that employees make full and proper use of all PPE provided to them.



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OFFICE

LEGISLATION

Management of Health and Safety at Work Regulations 1999
The Electricity at Work Regulations 1989
The Control of Substances Hazardous to Health Regulations 1994
The Manual Handling Operations Regulations 1992 (as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002)
Display Screen Regulations
Classification, Packaging and Labelling of Dangerous Substances Regulations 1993
The Safety Signs Regulations 1980

POLICY AND PROCEDURES

- 1) Any problems found with regard to fittings, fixtures or furnishings causing a risk to health and safety will be brought to the attention of the Directors.
- 2) Electrical equipment must be inspected at regular intervals and any faults reported immediately.
- 3) Avoid creating hazards by careless positioning of office equipment.
- 4) Filing cabinets can fall over if more than one drawer is open at a time.
- 5) All rubbish and waste paper accumulated within the areas must be removed at the end of each working day.
- 6) All problems regarding heating, lighting and ventilation must be reported to the Directors.
- 7) All substances and articles stored within the confines of these areas will be stored in accordance with the manufacturer's instructions and also conform to the above regulations.
- 8) Display screen equipment will be supplied if it is requested.
- 9) All staff should be trained in manual handling techniques.
- 10) All areas are to be kept tidy and safe.
- 11) All fire exits are to be kept unlocked and the areas around them are to be kept clear at all times that the building is in use.



VEHICLES

LEGISLATION

The Health and Safety at Work Act 1974
The Management of Health and Safety at Work 1999
Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
Lifting Operations and Lifting Equipment Regulations 1998
The Safety Signs Regulation 1980

POLICY AND PROCEDURES

- 1) Some indoor venues allow indoor access. In these circumstances, always turn off the vehicle engine as soon as possible and check the building is well ventilated to prevent the build up of dangerous exhaust fumes.
- 2) All vehicle operators must be trained, competent and hold a full driving license.
- 3) When driving on outdoor sites, a speed limit of 10mph should be set and special care must be taken when reversing vehicles.
- 4) Under no circumstances must be people be allowed to stand in or on moving vehicles and passengers must not be carried on vehicles unless the vehicle in question is designed to carry passengers.
- 5) When loading or unloading trucks be sure that the vehicle is on firm level ground and that sufficient lighting exists.
- 6) Care must be taken when loading and unloading vehicles using a tail lift.
- 7) On festival and outdoor sites, vehicles must be parked in designated areas and not on emergency access routes or escape routes.
- 8) If carrying hazardous materials such as LPG the appropriate warning signs must be displayed.
- 9) Always remember that all vehicles are dangerous whether loaded or empty.
- 10) The driver is responsible for normal checks of oil, water and tyres before each journey.
- 11) Never overload the vehicle. Never be in doubt about the weight. If you are unsure remain on the safe side.
- 12) Always be sure that the load is secure.
- 13) When reversing, take extra care and if you are unsure, ask someone to direct you.
- 14) Faults or defects must be reported to the Management immediately.
- 15) Make sure that all air and hydraulic lines are properly connected. Make sure that the lines are not damaged or kinked.
- 16) Remember that many people are killed each year in motor accidents. Drive carefully and within your own limits and the limits of the vehicle concerned. Do not drink and drive. If you become tired, stop for a break. Do not drive if you feel unwell.

HOUSEKEEPING

- 1) Employees or contractors must at all times keep their work areas and sites in a clean state, and not allow rubbish etc to accumulate.



PERMITS FOR WORK

1) Permits for work may on occasion be required before the start of a contract. These are to be obtained in full in due course.

SECTION FOUR: GENERAL RISK ASSESSMENT REVIEW

RISK ASSESSMENT POLICY

1) In order to meet the requirements of the Health and Safety at Work Act 1974, Siamas PowerLtd recognises its responsibilities in identifying potential hazards that may be encountered in the course of work.

2) Siamas PowerLtd and its representatives will complete Risk Assessments for all work undertaken.

3) This will consist of a comprehensive list of potential hazards alongside the level of risk associated with each. Appropriate and effective control measures will then be outlined and executed where necessary. Detailed checks will be made to ensure that these control measures are adhered to and maintained at all times.

4) These Risk Assessments will be held on record for future reference and inspection by associated parties, namely the Health and Safety Executive, relevant Local Councils and Licensing authorities.

5) While on site, Siamas PowerLtd staff/representatives will be responsible for the effective maintenance of this Risk Assessment policy; liaising with all subcontracted companies to highlight specific areas of responsibility to ensure a safe environment for the delivery of it's productions.

The documents in Appendix 1 detail the method used for executing Risk Assessments.



APPENDIX

RISK ASSESSMENT

Venue:

Address:

Date:

Contact:

Siamax Power Ltd representative:

Area of Hazard Standard Control Method

The above highlights the particular areas of risk associated with this production as a result of the provision of technical facilities. The tour and production managers should ensure that all persons in their team are aware of those items that are relevant to them.

RISK ASSESSMENT

Determination of Likelihood and Severity

Likelihood scale: Severity scale:

Very unlikely 1 Negligible 1

Unlikely 2 Slight 2

Possible 3 Moderate 3

Likely 4 Severe 4

Very likely 5 Very severe 5

Multiply the likelihood rating by the severity rating to produce a Risk Level:

1 – 6 Low

8 – 10 Medium

12 – 25 High

Further to this, identify and detail the hazards requiring further action.

Hazard further actions Responsibility When Signed

Arthur J. Gallagher House
Inworth Road
Feering
Essex
CO5 9SE

Tel: 01376 574200

Fax: 01376 574222

www.ajginternational.com

To Whom It May Concern

03 May 2016

Dear Sirs

Our Client: Siamax Power Ltd

We are the Risk and Insurance Managers for the above clients and have pleasure in confirming details of their insurance arrangements as follows:

Employers' Liability

Insurer	: Aviva
Policy No.	: 25005860 CTC
Expiry Date	: 17 th February 2017
Limit of Indemnity any one occurrence	: £10,000,000

Public / Products Liability

Insurer	: Aviva
Policy No.	: 25005860 CTC
Expiry Date	: 17 th February 2017
Limit of Indemnity any one occurrence and in the annual aggregate in respect of Products Liability	: £5,000,000

This statement of cover extract has been prepared purely as confirmation of the insurance in force at the date of this letter which is subject to the terms and conditions of the insurance policy(ies). We accept no responsibility for any inadvertent or negligent act, error or omission on our part in preparing the statement or for any loss, damage or expense incurred by the recipient arising from reliance on the information given. We remain solely the agent of our Client and owe no legal duty or otherwise to any third party.

Should the insurance cover be cancelled, assigned or changed in any way during the period of insurance neither we nor insurers accept any obligation to notify any recipient.

Yours faithfully,

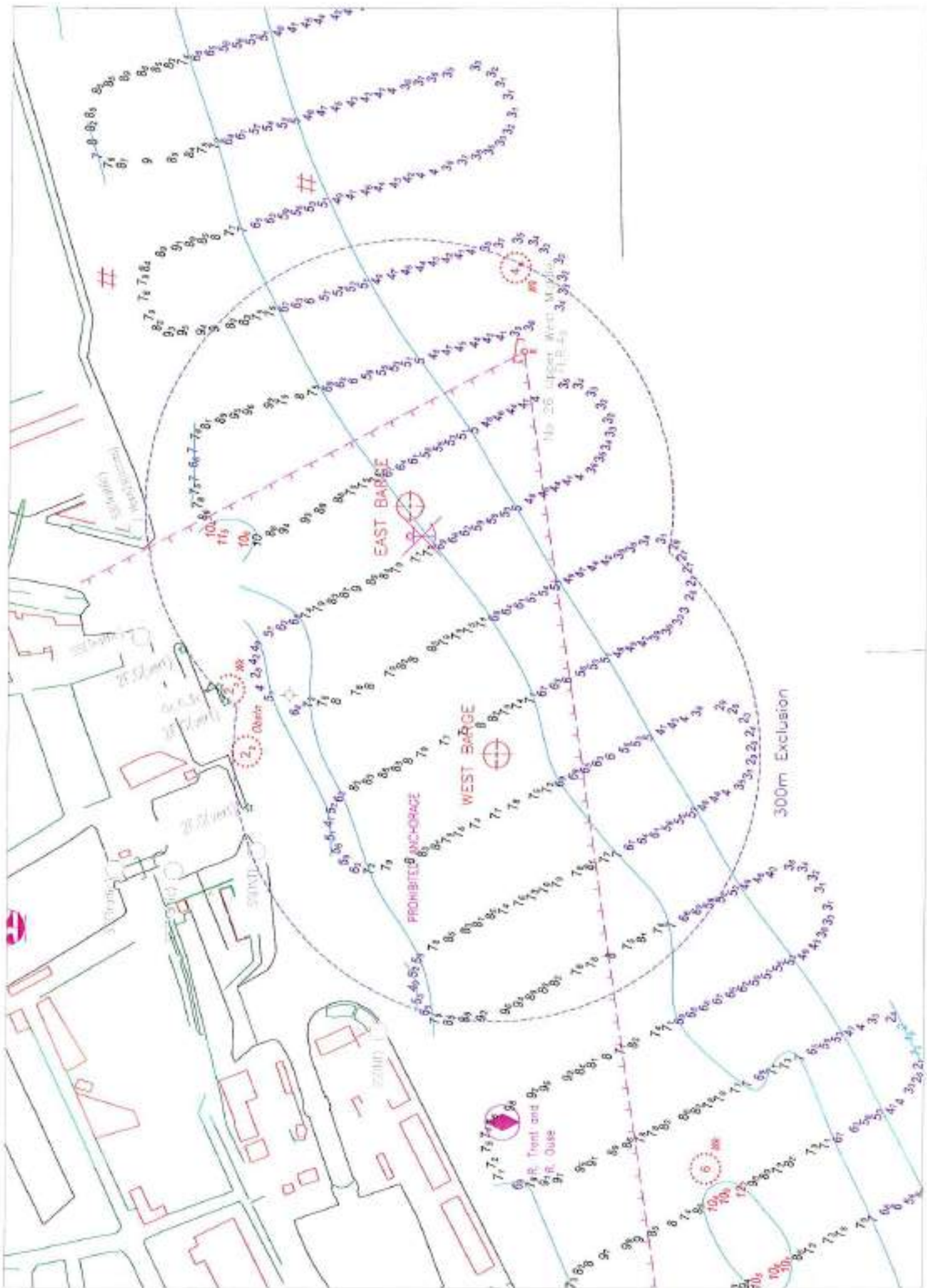


Dominic Bibby

Trainee Account Handler

Direct dial: 01376 574251

Email: Dominic_bibby@ajg.com



Times GMT	Depths in metres relative to CD						Date: 31-Dec-16	
	King George		Alexandra Dock		Albert Dock		Riverside Quay	
	Depth on Sill	Allowable Drafts	Depth on Sill	Allowable Drafts	Depth on Sill	Allowable Drafts	Tidal Height above CD	Water Depth Alongside
00:00	7.42	5.42	4.79	2.79	3.31	1.31	2.11	6.91
00:30	7.04	5.04	4.41	2.41	2.93	0.93	1.73	6.53
01:00	6.81	4.81	4.16	2.16	2.86	0.86	1.46	6.26
01:30	6.74	5.24	4.07	2.07	2.51	1.11	1.31	6.11
02:00	6.88	5.38	4.17	2.17	2.54	1.14	1.34	6.14
02:30	7.28	5.78	4.53	2.53	2.83	1.43	1.63	6.43
03:00	7.92	6.42	5.13	3.13	3.38	1.98	2.18	6.98
03:30	8.68	7.18	5.88	3.88	4.10	2.70	2.90	7.70
04:00	9.45	7.95	6.65	4.65	4.87	3.47	3.67	8.47
04:30	10.17	8.67	7.38	5.38	5.63	4.23	4.43	9.23
05:00	10.85	9.35	8.07	6.07	6.33	4.93	5.13	9.93
05:30	11.44	9.94	8.67	6.67	6.95	5.55	5.75	10.55
06:00	11.93	10.40	9.18	7.18	7.48	6.08	6.28	11.08
06:30	12.30	10.40	9.57	7.57	7.91	6.51	6.71	11.51
07:00	12.51	10.40	9.80	7.80	8.19	6.79	6.99	11.79
07:30	12.52	10.40	9.84	7.84	8.27	6.27	7.07	11.87
08:00	12.31	10.31	9.64	7.64	8.10	6.10	6.90	11.70
08:30	11.93	9.93	9.27	7.27	7.73	5.73	6.53	11.33
09:00	11.43	9.43	8.77	6.77	7.23	5.23	6.03	10.83
09:30	10.85	8.85	8.19	6.19	6.65	4.65	5.45	10.25
10:00	10.21	8.21	7.55	5.55	6.03	4.03	4.83	9.63
10:30	9.55	7.55	6.90	4.90	5.38	3.38	4.18	8.98
11:00	8.90	6.90	6.26	4.26	4.76	2.76	3.56	8.36
11:30	8.28	6.28	5.65	3.65	4.17	2.17	2.97	7.77
12:00	7.71	5.71	5.09	3.09	3.63	1.63	2.43	7.23
12:30	7.24	5.24	4.62	2.62	3.17	1.17	1.97	6.77
13:00	6.81	4.91	4.28	2.28	2.81	0.81	1.61	6.41
13:30	6.77	5.27	4.12	2.12	2.80	0.60	1.40	6.20
14:00	6.86	5.36	4.16	2.16	2.56	1.16	1.36	6.16
14:30	7.18	5.68	4.43	2.43	2.75	1.35	1.55	6.35
15:00	7.77	6.27	4.98	2.98	3.21	1.81	2.01	6.81
15:30	8.54	7.04	5.72	3.72	3.92	2.52	2.72	7.52
16:00	9.37	7.87	6.55	4.55	4.75	3.35	3.55	8.35
16:30	10.15	8.65	7.35	5.35	5.56	4.16	4.36	9.16
17:00	10.86	9.36	8.07	6.07	6.32	4.92	5.12	9.92
17:30	11.51	10.01	8.73	6.73	6.99	5.59	5.79	10.59
18:00	12.07	10.40	9.30	7.30	7.58	6.18	6.38	11.18
18:30	12.51	10.40	9.76	7.76	8.07	6.67	6.87	11.67
19:00	12.80	10.40	10.07	7.90	8.43	7.00	7.23	12.03
19:30	12.90	10.40	10.20	7.90	8.60	6.60	7.40	12.20
20:00	12.76	10.40	10.06	7.90	8.51	6.51	7.31	12.11
20:30	12.40	10.40	9.72	7.72	8.16	6.16	6.96	11.76
21:00	11.86	9.86	9.18	7.18	7.61	5.61	6.41	11.21
21:30	11.21	9.21	8.52	6.52	6.95	4.95	5.75	10.55
22:00	10.51	8.51	7.83	5.83	6.26	4.26	5.06	9.86
22:30	9.81	7.81	7.13	5.13	5.57	3.57	4.37	9.17
23:00	9.15	7.15	6.48	4.48	4.93	2.93	3.73	8.53
23:30	8.54	6.54	5.86	3.86	4.36	2.36	3.16	7.96
HW - Times	07:15	19:28	07:19	19:30	07:24	19:35	07:25	19:35
Depth on Sill	12.54m	12.90m	9.85m	10.20m	8.30m	8.60m	11.87m	12.20m
LW - Times	01:25	13:32	01:30	13:38	01:41	13:51	01:45	13:55
Depth On Sill	6.74m	6.77m	4.07m	4.11m	2.50m	2.60m	6.10m	6.16m

Notes

Depths on sills at times in GMT

The heights are based on predictions made by The Admiralty, heights at Alexandra Dock are calculated from heights at King George Dock.

Water depth alongside Riverside Quay is based on a dredged pocket depth of CD -4.5m, siltation may decrease this depth.

Metereological conditions can increase or decrease the prediction.

Masters timing their arrival to coincide with a specified water depth should always verify the situation with the Duty

Assistant Dock Master beforehand.

Times GMT	Depths in metres relative to CD						Date: 01-Jan-17	
	King George		Alexandra Dock		Albert Dock		Riverside Quay	
	Depth on sill	Allowable Draughts	Depth on sill	Allowable Draughts	Depth on sill	Allowable Draughts	Tidal Height above CD	Water Depth Alongside
00:00	7.98	5.98	5.34	3.34	3.85	1.85	2.65	7.45
00:30	7.48	5.48	4.85	2.85	3.38	1.38	2.18	6.98
01:00	7.08	5.08	4.45	2.45	2.97	0.97	1.77	6.57
01:30	6.81	4.81	4.18	2.16	2.86	0.86	1.46	6.26
02:00	6.72	5.22	4.05	2.05	2.49	0.49	1.29	6.09
02:30	6.83	5.33	4.12	2.12	2.49	1.09	1.29	6.09
03:00	7.18	5.68	4.13	2.43	2.73	1.33	1.53	6.33
03:30	7.77	6.27	4.98	2.98	3.28	1.83	2.03	6.83
04:00	8.52	7.02	5.72	3.72	3.94	2.54	2.74	7.54
04:30	9.30	7.80	6.50	4.50	4.71	3.31	3.51	8.31
05:00	10.02	8.52	7.23	5.23	5.46	4.06	4.26	9.06
05:30	10.69	9.19	7.90	5.90	6.15	4.75	4.95	9.75
06:00	11.30	9.80	8.52	6.52	6.79	5.39	5.59	10.39
06:30	11.82	10.32	9.06	7.06	7.35	5.95	6.15	10.95
07:00	12.21	10.40	9.47	7.47	7.81	6.41	6.61	11.41
07:30	12.46	10.40	9.75	7.75	8.13	6.73	6.93	11.73
08:00	12.52	10.40	9.84	7.84	8.27	6.27	7.07	11.87
08:30	12.36	10.36	9.70	7.70	8.16	6.16	6.95	11.76
09:00	12.00	10.00	9.35	7.35	7.83	5.83	6.63	11.43
09:30	11.51	9.51	8.85	6.85	7.33	5.33	6.13	10.93
10:00	10.94	8.94	8.28	6.28	6.76	4.76	5.56	10.36
10:30	10.32	8.32	7.66	5.66	6.14	4.14	4.94	9.74
11:00	9.68	7.68	7.03	5.03	5.51	3.51	4.31	9.11
11:30	9.04	7.04	6.40	4.40	4.90	2.90	3.70	8.50
12:00	8.43	6.43	5.80	3.80	4.31	2.31	3.11	7.91
12:30	7.85	5.85	5.23	3.23	3.77	1.77	2.57	7.37
13:00	7.36	5.36	4.74	2.74	3.28	1.28	2.08	6.88
13:30	6.99	4.99	4.36	2.36	2.89	0.89	1.69	6.49
14:00	6.81	5.31	4.16	2.16	2.86	0.65	1.45	6.25
14:30	6.87	5.37	4.18	2.18	2.80	1.20	1.40	6.20
15:00	7.16	5.66	4.43	2.43	2.77	1.37	1.57	6.37
15:30	7.70	6.20	4.92	2.92	3.19	1.79	1.99	6.79
16:00	8.46	6.96	5.65	3.65	3.86	2.46	2.66	7.46
16:30	9.29	7.79	6.47	4.47	4.67	3.27	3.47	8.27
17:00	10.07	8.57	7.27	5.27	5.49	4.09	4.29	9.09
17:30	10.77	9.27	7.98	5.98	6.22	4.82	5.02	9.82
18:00	11.40	9.90	8.62	6.62	6.88	5.48	5.68	10.48
18:30	11.96	10.40	9.19	7.19	7.46	6.06	6.26	11.06
19:00	12.41	10.40	9.66	7.66	7.96	6.56	6.76	11.56
19:30	12.71	10.40	9.98	7.90	8.33	6.93	7.13	11.93
20:00	12.83	10.40	10.13	7.90	8.53	6.53	7.33	12.13
20:30	12.74	10.40	10.06	7.90	8.49	6.49	7.29	12.09
21:00	12.43	10.40	9.76	7.76	8.20	6.20	7.00	11.80
21:30	11.92	9.92	9.25	7.25	7.69	5.69	6.49	11.29
22:00	11.29	9.29	8.61	6.61	7.04	5.04	5.84	10.64
22:30	10.59	8.59	7.91	5.91	6.34	4.34	5.14	9.94
23:00	9.89	7.89	7.21	5.21	5.85	3.65	4.45	9.25
23:30	9.23	7.23	6.56	4.56	5.00	3.00	3.80	8.60
HW - Times	07:51	20:05	07:55	20:06	08:02	20:11	08:01	20:10
Depth on sill	12.53m	12.83m	9.84m	10.14m	8.30m	8.50m	11.87m	12.14m
LW - Times	01:58	14:08	02:02	14:11	02:15	14:23	02:15	14:25
Depth On sill	6.72m	6.80m	4.04m	4.14m	2.50m	2.60m	6.07m	6.20m

Notes

Depths on sills at times in GMT, BST (GMT + 1hr) applies between 26-Mar-2017 and 29-Oct-2017.
 The heights are based on predictions made by The Admiralty, heights at Alexandra Dock are calculated from heights at King George Dock.
 Water depth alongside Riverside Quay is based on a dredged pocket depth of CD -4.8m, siltation may decrease this depth.
 Meteorological conditions can increase or decrease the prediction.
 Masters timing their arrival to coincide with a specified water depth should always verify the situation with the Duty Assistant Dock Master beforehand.

PRESTIGE SUPPORT LIMITED

SECURITY AND STEWARDING

OPERATIONAL PLAN FOR THE

Fireworks Display

ON 1st January 2017

See also the Emergency Operational Procedure Plan

This to be read in conjunction with the Event Managers Guide and specific risk assessments and information from the Event Organisers.

Written by Justine Peacock, Director of Prestige Support Limited

October 2016

INDEX

1. Aim
2. Introduction
3. Company Details
4. Outline of Responsibility
5. Operational Approach

Appendices

- A Insurance Policy
- B Roles and Responsibilities
- C Map of Area
- D Security and Stewarding Briefing Notes

1. AIM

Large scale events require an integrated approach to planning by event organisers, contractors, the local authority and emergency services. The aim of this document is to communicate and demonstrate to all third party agencies involved in the event, the arena security and stewarding contractor's proposed roles, responsibilities and actions planned to deliver a security and stewarding operation that ensures the safety of those attending.

2. INTRODUCTION

2.1 Event Overview

The Fireworks Display is organised by Gary Beestone Limited, with Prestige Support Limited providing the safety security and stewarding.

The Fireworks Display and accompanying music is scheduled to take place over a 20 minute period on 1st January 2017 around the East and West sides of the marina area of Kingston upon Hull.

In total 54 security and stewarding personnel will participate in this event covering various areas and have various roles within in the event arena.

2.2 Venue overview

The project site will consist of barges on the river which will be the blast sites for the fireworks on the ground will be pa systems, outside bar, catering areas and portaloos. The entire site is open air in an area of housing, retail and industrial units, with the capability of being easily barriered at entry and exit points with Heras fencing and pedestrian barriers.

2.3. Venue Capacity

It is proposed that the free event will be licensed for 27,000 people who have a pre booked e-ticket only and ticket sales will be limited to this number. Tickets will be sold in advance via the Hull 2017 booking procedure.

2.4 Audience Profile

The event will attract an audience profile of all age ranges with the expectancy of family groups making over 80% of the attendees. It is expected to attract approximately 80% from the Hull and East Riding areas.

2.5. Schedule

The festival gates will open and close at:

DATE: 1st January 2017- Open 18.30 hours - Display 20.17 hours - Close 22.00 hours

The full site will begin to close 30 minutes after the Fireworks display set which finishes at 20.40 hours.

The local business external bars and any further entertainment in the arena will continue to open as per their own TENs licences to those attendees who are in the event arena.

3. COMPANY DETAILS

The following information relates to Prestige Support Limited (the company)

3.1 Prestige Support Limited
1 Kingston Road
Willerby
Hull
East Yorkshire
HU10 6AD

Managing Director	Justine Peacock
Telephone number	01482 671671
Mobile	07786 838597
Email	justine@prestigesupport.co.uk

Company Registration number 359 8201

3.2. Insurance Company Ageas Insurance Limited

Contact First Insurance Solutions

Policy Number CBOB0008802/65

Insurance Cover – Main Sections

	Employers Liability	£10,000,000
	Public / Products Liability	£5,000,000
Dates	1 st August 2016 to 31 st July 2017	

See Appendix A for copy of Insurance Policy

3.3 Health and Safety Statement

Prestige Support Limited, its employees and any sub-contractors employed by the company, will abide by all aspects of the Health and Safety at Work Act 1974 and use current best practice and other relevant legislation to ensure the safety and well being of all persons involved. We will observe the Health and Safety rules and regulations in force on the site, briefed by the Site Safety Officer and, where required, assist in enforcing them.

A copy of the company Health and Safety Policy is available on request.

3.4. Equal Opportunities Policy

Prestige Support Limited is fully committed to diversity and will promote equal opportunities for all employees and applicants – all aspects of recruitment will be continuously reviewed to avoid unlawful or undesirable discrimination.

The company is committed to equality of opportunity by providing a service and follow practices, which are free from unfair and unlawful discrimination.

It is the aim of Prestige Support Limited to ensure that no applicant or member of staff receive less favourable treatment on the grounds of age; colour; disability; family responsibility; gender; health; marital status; mode of study; nationality; race or ethnic group; religion or belief; sexual orientation; social background; trade union activity; type of contract; unrelated criminal convictions and other irrelevant criteria or any characteristic not directly relevant to skill and competence.

This policy seeks to ensure that no person is victimised or subjected to sexual, racial or any other forms of harassment.

A grievance procedure exists for any member of staff who feels they have been unfairly discriminated against on the grounds stated above.

A copy of the company Equal Opportunities Policy is available on request.

4. OUTLINE OF RESPONSIBILITY

4.1 Statement of Intent

The company has agreed to provide security and stewarding personnel to facilitate services for the event detailed in the Event Management Plan separate to this document.

Terms of Reference used:

The Event Safety Guide (HSG195) 2014

BS8406:2009 Event Stewarding and Crowd Safety Code of Practice

Health and Safety at Work Act 1974

Private Security Industry Act 2001

Licencing Act 2003

Signed:.....

Print Justine Peacock Date 28/10/2016

For and on behalf of Prestige Support Limited

4.2 Areas of Responsibility

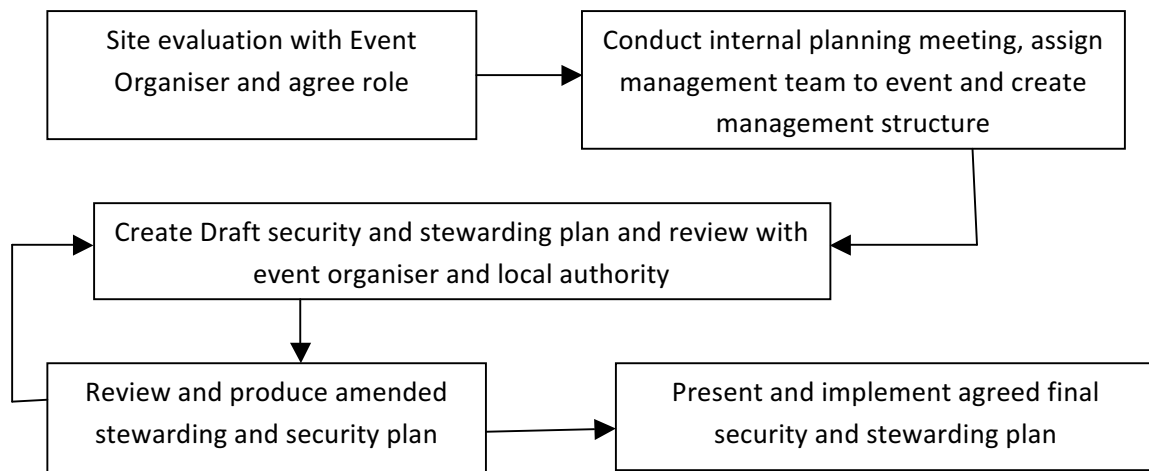
The stewards' main responsibilities will be to:

‘assist crowd management, prevent overcrowding, reduce crushing problems, minimise injury, prevent unauthorised access and provide assistance to the police and other emergency services’

In relation to the areas outlined above, the company will (as is reasonable practicable) undertake the following for the festival arena area:

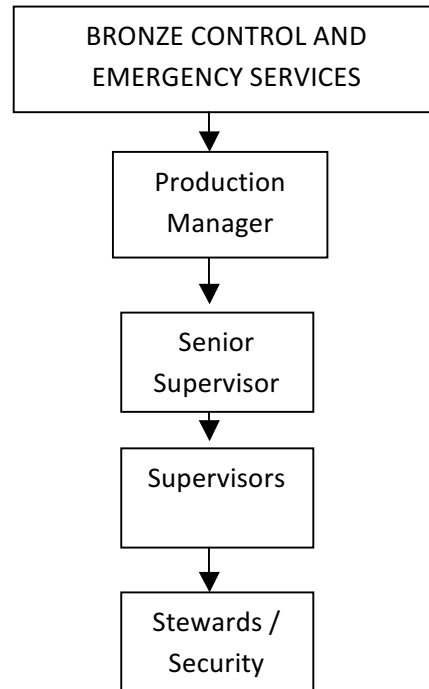
- The systematic evaluation of the event site plans and lay out, identifying the ‘arena’ area and the number and location of the stewards and security requested by the event organiser during the companies contracted period.
- Operate processing procedures for admissions. Monitoring and, where necessary, controlling public ingress into the venue to maintain a safe and orderly flow.
- Endeavour to monitor the audience, identify and report potential crowd related issues and deal with them effectively and efficiently, whilst maintaining public safety at all times.
- Assist the designated person responsible for Health and Safety for the event and the emergency services in any evacuation, partial or full within the arena, in accordance with the agreed evacuation plan.
- Supply suitably qualified security/stewarding staff that complies with current SIA regulations and the Private Security Act 2001. Non licence holders will be employed in unlicensed positions.

4.3. Security and Stewarding Strategy Model



4.4. Event Management Structure

The stewarding and security plan for this event will operate a clear chain of command incorporating strategic, tactical and operational levels within the command structure. See diagram below.



During the normal course of the event, operational decisions will be by senior supervisor and supervisors under the direction of the Head of Security. Operational instructions will be communicated through the Bronze Event Control room to supervisors, security and stewarding personnel.

See Appendix B for Roles and Responsibilities.

5. OPERATIONAL APPROACH

5.1 Knowledge Base

This document and associated procedures has been constructed on a foundation of knowledge and experience gained in over 18 years of operating in the crowd management industry, also receiving advice and guidance from Event and Safety Advisory Groups and the MD of Prestige Support obtaining a BSc in Occupational Safety and Environmental Management, along with NEBOSH National Diploma's in Environmental Management and Occupational Health and Safety.

Guidance and legislation consulted and included in this plan includes but is not limited to:

- Health and Safety at Work Act 1974

- Management of Health and Safety at Work Regulations 1992
- The Event Safety Guide 2014
- Managing Crowds Safely (HSE) 1996
- Regulatory Reform Order 2005
- Private Security Industry Act 2001
- BS8406:2009 Event stewarding and Crowd Safety Code of Practice

5.2 Site Evaluation

A site evaluation has been conducted in relation to the accepted areas of responsibility and in line with current guidance from the Event Organisers.

See Appendix C for Map of Area and Dot Plan

See Appendix D for Security and Stewarding Briefing Notes TBC

CERTIFICATE OF INSURANCE

POLICY NUMBER: CB08008802/65

INSURED: Prestige Support Ltd

ADDRESS: 1 Kingston Road,
Willerby
Hull,
East Yorkshire,
HU10 6AD

BUSINESS: Manned Security Guarding & Event
Management Contractors

PERIOD OF INSURANCE: 1st August 2016 to 31st July 2017

EMPLOYERS LIABILITY: £ 10,000,000

PUBLIC / PRODUCTS LIABILITY: £ 5,000,000

EFFICACY & CONTRACTUAL LIABILITY: £ 5,000,000

WRONGFUL ARREST: £ 25,000

FIDELITY GUARANTEE: £ 100,000

FINANCIAL LOSS EXTENSION: £ 100,000

LOSS OF KEYS INCLUDING
CONSEQUENTIAL LOSS: £ 10,000

Subject to the terms and conditions of the policy

INSURERS

AGEAS INSURANCE LIMITED
AGEAS HOUSE
HAMPSHIRE CORPORATE PARK
TEMPLEARS WAY
EASTLEIGH,
HAMPSHIRE,
SO53 3VA



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Web Site: www.firstins.co.uk
First Insurance Solutions Limited
Registered in England under registration number 0720852

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