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**LOOK UP #1**

**BLADE**

**VOLUNTEER**

**BRIEFING NOTES**

**8th January 2017 – 19th March 2017**

**Volunteer Briefing Notes**

**OVERVIEW**

Thank you for signing up to Volunteer for Blade. Conceived by artist Nayan Kulkarni, Blade has been created for Look Up, a programme of temporary artworks created for the city’s public spaces and places.

**IMPORTANT**

This installation is not being announced until Sunday 8th of January so please do not tell anyone or share this information with anyone until that date!

**WHAT IS LOOK UP?**

Look Up is a year-long programme of artists’ works made specifically for Hull’s public places and spaces. Designed to challenge people’s perceptions of Hull and offer different ways to experience the city.

Look Up will present a series of new artworks to intrigue and inspire throughout 2017, created in partnership with organisations including The Deep, GF Smith and Royal Institute of British Architects (RIBA). Featured artists include: Nayan Kulkarni, Bob and Roberta Smith, Michael Pinsky, Tania Kovats, Claire Barber and Claire Morgan.

So, look up from your phone, look out of your window, look around you –who knows what you’ll see!

**WHAT IS BLADE?**

Conceived by artist Nayan Kulkarni, *Blade* has been created for Look Up, a programme of temporary artworks created for the city’s public spaces and places. It uses one of the first B75 Rotor blades made in Hull and changes its status to that of a readymade artwork. At 75 metres it is the world’s largest, handmade fibre glass component cast as a single element.

**WHO IS NAYAN KULKARNI**

A multi-media artist whose work engages with ideas of place, time, technology and perception. His previous work has included diverse media such as light, video, installation, sculpture and photography. He is particularly interested in the way that art can transform public spaces and what they might mean. He conceived of the Blade installation as a way of disrupting Queen Victoria Square and changing people’s experience of it, pointing towards the often hidden industrial and economic forces that shape our cities and communities.

**YOUR ROLE ON BLADE**

It is important that you read *and* understand the contents of these briefing notes prior to your shift to help you perform your duties.

If there is anything that is not clear, please ensure that you clarify the position with a member of staff at the Welcome Pod before your volunteer shift.

**KEY TIMES**

10.30am to 1.45pm - Morning Shift

1.30pm to 4.45pm – Afternoon Shift

**KEY Hull 2017 STAFF**

Jessica Firbank, Box Office & Visitor Experience Coordinator

Jack Dunkerley, Box Office & Visitor Experience Coordinator

Hannah Williams Walton, Assistant Producer

Andrew Knight, Look Up Curator

Hazel Colquhoun, Look Up Curator

**KEY CONTACT NUMBER**

If you have any problems while on shift, please return to the Welcome Pod or call the Welcome Pod on xxxx

**SHIFT MEETING POINT**

You must sign in at the beginning of your shift in the Welcome Pod in Paragon Interchange. Please do not head to Queens Square until you have signed in with a member of staff at the Welcome Pod and there at least two volunteers present

You will also need to pick up your voucher for a free hot drink at xx from the Welcome Pod at the start of your shift.

Please ensure you sign out at the Welcome Pod as well.

**YOUR ROLE**

Your role is a Visitor Information role. Volunteers will be present in Queen’s Square to answer any questions that members of the public may have about Blade and to be a friendly Hull 2017 presence.

There will be an interpretation board close to Blade with information about the installation but please also familiarise yourself with the information in this document. You may also want to carry your rucksack with a copy of the FAQ’s with you while on shift.

**ON SHIFT**

Please make sure you are in your volunteer uniform. It may be cold outside so make sure you dress up warm.

It is important while in Queens Square to make sure that you are within sight of another volunteers on shift.

If you need to get in contact with a member of staff please head back to the Welcome Pod in Paragon Interchange. It is important that you continue to at least work in pairs – so if there are two volunteers present please both go back to the Welcome Pod. One person should not be left in Queens Square alone.

The nearest toilets can be found in Queens Square, Ferens Art Gallery (from 13th Jan) and Hull Maritime Museum.

**WHAT SHOULD I DO IF SOMEONE DAMAGES BLADE WHILE I AM VOLUNTEERING?**

Please make sure you do not put yourself in a dangerous situation. Please report any damage or dangerous behaviour to a member of staff at the Welcome Pod during your shift.

**AFTER SHIFT**

You must sign out at the Welcome Pod with a member of staff after your shift end time. Please let a member of staff know if you have any feedback from your shift.

**FAQS**

These FAQS will be published on our website so do feel free to tell members of public the below if they ask:

**What is a readymade?**

Readymades can be ordinary, manufactured objects that are selected by the artist as a creative act and represented in such a way that by changing its useful function it becomes art and as a result its values and meanings also change. The term was first used by French artist Marcel Duchamp in the early 1900s to describe a number of his works including, Fountain, a men’s urinal which he submitted for exhibition, signed and dated, ‘R Mutt 1917’.

**Why in Queen Victoria Square**

‘Blade’ appeared as a surprise in the square, like a ship in bottle raising the question How did it get here and why? It is so large that for a few weeks it interrupts people’s expectations and movement, making them adapt to walking around rather than simply through the square. It is temporary and in time will simply become a memory of what was there in 2017.

**What is Blade made of?**

Blade is one of the first Siemens rotor blades to be manufactured in Hull and is hand made using fibreglass, balsa wood and epoxy resin.

**How big is each blade?**

A 8mw rotor blade measures 75m in length (the wingspan of an A380 air plane) and weighs 26T.

**Are all turbine blades the same?**

Every blade is handmade and unique. Three blades similar in weight are chosen for a turbine to ensure the rotation will be balanced.

**How many people are involved in making the blade?**

Hundreds of people are involved in making each blade. At some point all of the staff at Siemen’s will have been involved with creating Blade.

**Venue**

Queen Victoria Square Hull HU1 3RQ

**Credits**

Commissioned by Hull UK City of Culture 2017 in partnership with Siemens and with the support of Green Port Hull.

Project Engineers: Arup

Support Fabrication: Pearlgreen Engineering

Transport: Abnormal Load Engineering Ltd., & North Midland Construction Plc

Curators: Hazel Colquhoun & Andrew Knight

**Where/When will the other Look Up installations take place?**

There will be a number of other Look Up Installations in the city centre throughout the year. There will be one in Princes Quay, one outside the Deep, one by the Tidal barrier and other locations. Keep an eye on the Hull 2017 website and social media throughout the year for all the latest information about Look Up.

**What if people want more information?**

Please direct them to the Look Up page on our website https://www.hull2017.co.uk/lookup

**HEALTH & SAFETY RESPONSIBILITIES**

Please note this important extract from our Health and Safety Policy, bearing in mind that we expect you to act in the manner of a Hull 2017 employee whilst volunteering at the event:

*“All employees have a legal duty to take care of their own health and safety and the safety of others who may be affected by their acts or omissions, and to co-operate with Hull 2017 to enable it to carry out its responsibilities*

*They must not interfere or misuse anything provided to ensure people’s health & safety.*

*They also have a responsibility to report hazards and unsafe practices of which they become aware to their supervisor.*

*The employee should take all reasonable steps to make the situation safe (without putting themselves at risk) until it can be dealt with.*

*It is a responsibility of all Hull 2017 employees to comply with the Health, Safety and Welfare Policy and associated arrangements, and to co-operate with Hull 2017 on its implementation.*

*They must ensure that they are fully aware of their own health & safety responsibilities, these will be detailed in this document.*  *Employees are reminded that failure to comply with health and safety requirements could also lead to disciplinary action.”*

As a Volunteer, it is your responsibility to ensure that you are not undertaking any activity for which you have not been appropriately trained or for which you could be defined in statutory terms as not 'competent'.

If you are in any doubt regarding any activity you are being asked to undertake, it is your duty and responsibility to ask the advice of your supervisor.

**GENERAL DUTIES & RESPONSIBILITIES**

**Assisting individuals who may require FIRST AID:**

If the injury appears to be serious, do not attempt to render aid but call 999 from the nearest phone or payphone. You can also direct people to the closest walk in centre Wilberforce Health Centre, 6-10 Story Street, Hull HU1 3SA

**If you witness a serious incident** please report this to the Welcome Pod. If you feel you are in immediate danger call 999 from your phone or public payphone. Please then report back to or contact the Welcome Pod to let them know of the incident.

**If a member of the public is behaving in a threatening manner** please leave Queens Square and report this to the Welcome Pod. If you feel you are in immediate danger call 999 from your phone or public payphone. Please then report back to or contact the Welcome Pod to let them know of the incident.

**If you have a SAFEGUARDING concern**, involving a vulnerable adult please inform the member of the staff at the Welcome Pod. In all cases a **Safeguarding Report form** should be completed by the witness.

**YOUR ATTITUDE**

Your attitude will have a major influence on the success of the event. It is important that you always try to be HELPFUL and COURTEOUS and to SMILE and be FRIENDLY when you are dealing with the public. This is particularly relevant if you must deal with complaints.

Be careful not to provoke an incident by your attitude. People must be treated with respect at all times. Do not touch members of the public. Try to avoid confrontations. Remember it is usually right to walk away from a situation if you feel it is becoming confrontational. If in any doubt walk away and report it to a member of staff in the Welcome Pod. This is NOT a sign of failture on your part, but an indication of good judgement.