**SAFETY**

**MANAGEMENT PLAN**

**WHERE DO WE GO FROM HERE?**

**version 1**

DOCUMENT CONTROL

THIS DOCUMENT IS LIVE AND SUBJECT TO REVISION.

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**Section 1 - Overview**

**1.0 Project Overview**

In Hull 2017’s last major commission for 2017, Jason Bruges Studio will shine will an enquiring light through Hull’s Old Town.

This ambitious intervention will produce a playful manipulation of light, responding to the city’s unique geometrics and architecture, revealing unseen spaces and pinpointing unconsidered details.

The work, accompanied by new soundscapes, seeks to propel us into a bright and yet unknown future, engaging everyone in arguably the most important questions of the year for Hull and the nation: What kind of place do we want to live in? What role should culture play? Where do we go from here?

The work will consist of a series of installations around the city centre and the Old Town, the four locations are:

* Adjacent to Beverley Gate
* Trinity Square
* Wilberforce House
* Museums Quarter gardens

At each location groups of robot arms on plinths will installed on plinths, these robots will be fitted with light sources, mirrors and other reflective surfaces, they will manipulate and play with light, metaphorically and literally shining a light on Hull’s heritage.

The installation will open on December 1st and will be active between 17:0 and 22:00 on Wednesday to Sunday until January 7th (with the exception of December 25th & 26th).

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| **As this is a public art installation rather than an event it is not considered that a full event safety management plan is required, however this document sets out the measures that have been taken to ensure that the installation does not pose a risk to the health & safety of the public or contractors.** |

**1.1 Project Team**

The project has been commissioned by Hull 2017 UK City of Culture Ltd. and is being delivered by Jason Bruges Studios. Key members of the project team are:

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| Chris Clay | Technical & Operations Director, Hull 2017 – **Main contact** | chris.clay@hull2017.co.uk  |
| Niccy Hallifax | Executive Producer, Hull 2017 | niccy.hallifax@hull2017.co.uk  |
| Sam Hunt | Executive Producer, Hull 2017 | sam.hunt@hull2017.co.uk  |
| Jason Bruges | Artist, Jason Bruges Studio | jason@jasonbruges.com  |
| Tom Sidall | Technical Director, Jason Bruges Studio | tom@jasonbruges.com  |
| Kirstine Jaeger | Designer, Jason Bruges Studio | kirstine@jasonbruges.com  |

**1.2 Management Structure**

Hull 2017 are responsible for the following:

* Commissioning the project
* Permissions
* Gaining planning consent
* Security
* Marketing & communications

Jason Bruges Studios are responsible for:

* Creative concepts
* Fabrication
* Installation
* Removal

As the installation and removal of the installations includes construction work, CDM 2015 is applicable and the roles will be assigned as follows:

Client Hull 2017 UK City of Culture

Principal Designer Jason Bruges Studio

Principal Contractor Jason Bruges Studio

**1.3 Licensing & Permissions**

A planning application has been submitted to and validated by Hull City Council.

As the installation does not contain any licensable activity a premises licence is not required.

Permission for the installation has sought from and granted by all landowners and other stakeholders.

**2.0 Safety Policy Statement**

This document is provided as a supplement to the requirements placed on individuals and organisations by current Health & Safety legislation and contractual agreements. Compliance with this document should therefore not be regarded as fulfilling all the relevant statutory obligations pertinent to a particular individual or organisation, which remains their own responsibility.

In keeping with its overall objectives and in accordance with the requirements of the Health & Safety at Work Act 1974 and the Management of Health & Safety Regulations 1999, the Organisers will take all reasonably practicable steps to ensure the health, safety and welfare of its employees, sub-contractors and public.

**Section 2 – Contractors, Personnel & Site**

**3.0 Legislative Duties**

**The Health and Safety at Work etc Act 1974**

2(1) “It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees”

3(1) “It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that persons not in his employment who may be affected thereby are not thereby exposed to risks to their health or safety.”

3(2) “It shall be the duty of every self-employed person to conduct his undertaking in such a way as to ensure, so far as is reasonably practicable, that he and other persons (not being his employees) who may be affected thereby are not thereby exposed to risks to their health or safety.”

7 “It shall be the duty of every employee while at work—

(a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

**The Management of Health and Safety at Work Regulations 1999**

**3.**—(1) “Every employer shall make a suitable and sufficient assessment of—

(a) the risks to the health and safety of his employees to which they are exposed whilst they are at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.

(2) Every self-employed person shall make a suitable and sufficient assessment of—

(a) the risks to his own health and safety to which he is exposed whilst he is at work; and

(b) the risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him of his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions.”

**4.0 Responsibilities of Contractors**

All work activities must be undertaken as per contractors’ risk assessment and carried out as per method statements, any work carried out that is deemed to be unsafe or unsatisfactory by a person responsible will be terminated immediately.

Contractors must:

* Provide a safe place of work and safe methods of carrying out the work
* Ensure that employees are competent and have the required knowledge and experience to carry out the work
* Ensure that adequate training and supervision for all staff is provided, where this is found necessary
* Ensure that all plant, equipment and tools are of the correct standard and type and are in good working order

**4.1 Accident and Near Miss Reporting and Investigation**

All accidents, incidents and near misses must be reported without delay to a person responsible. An accident book will be available at all times. The person responsible will report incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

**4.2 Equipment & Materials**

All equipment and tools brought onto site must be in good condition, fit for purpose and have valid test certificates as appropriate.

All floor coverings, furniture, furnishings, scenery, props and drapes brought onto site must comply with the relevant standards.

**4.3 Personal Protective Equipment**

Contractors shall provide, maintain and ensure the correct use of personal protective equipment (PPE) relevant to their task(s) where its use is required by legislation or identified in a risk assessment and/or method statement.

**4.4 Segregation**

Contractors shall ensure that their equipment and material is segregated from others, is not left unattended and that clear access is maintained at all times.

**4.5 Risk Assessment**

Contractors must provide written risk assessments of all potentially hazardous operations carried out by them. The risk assessments shall not be just generic but must contain elements specifically relating to this event.

**4.6 Compliance**

Contractors shall comply with any health and safety and other accompanying documentation or instruction issued by a person responsible, together with their own written procedures. Failure to do so may result in a person responsible requiring the immediate removal of the company or individual involved from site, at no cost to the client or organisers.

**5.0 General Site Conditions**

**5.1 Venue – Special Considerations**

Suitable and sufficient measures shall be in place at all locations to ensure that work areas are segregated from the public during the installation and removal of the installation.

These measures must be detailed in contractor’s risk assessments.

**5.2 Alcohol and drugs**

All personnel and contractors are not permitted to consume alcohol prior to or during work sessions. Any person who is believed by a person responsible to be intoxicated through the consumption of alcohol or the use of recreational drugs will be considered to be unable to carry out their duties safely and will be required to leave site.

Any person who is unable to carry out their duties safely owing to the effects of prescription medication or for any other medical reason must inform their line manager or a responsible person immediately and appropriate action will be taken, which may include the reallocation of duties or medical treatment.

**5.3 Working at Height**

When it is necessary to work at height precautions must be taken to prevent a fall.

* Where scaffolding is used, it must be provided and erected by competent, trained person(s) and must comply with all current regulations.
* Where working platforms are used handrails and toe boards must be used.
* When working at height, care must be taken to ensure that nothing can fall onto persons below.
* Where a risk assessment of method statement has identified the need for the use of a harness, it should be a full body harness attached to the correct fall arresters and/or work positioning lanyards. Body harnesses must be manufactured in accordance with BS5750, comply with EN361 and carry a CE mark.
* Before any work at height is undertaken a full and sufficient rescue plan must be in place.
* When working at height, all tools must be attached to a person or structure by a suitable lanyard.

**5.4 Manual Handling**

Like all other legislation enacted in 1992 the Manual Handling Operations Regulations are risk assessment based. To that end contractors and personnel shall:

* Identify any manual handling operations where there is a risk of injury to staff.
* Identify and implement any reasonably practicable means of avoiding the operation.
* Where the operation cannot be avoided the contractor will identify any measure that can be taken to control the risks.
* Carry out a task specific risk assessment, which will be recorded and be kept under review and revised as necessary.

**5.5 Lifting Operations**

* Lifting operations shall be planned and supervised by a competent person and carried out in a safe manner.
* Lifting equipment should be inspected and maintained in accordance with the relevant guidelines and legislation (Lifting Operations and Lifting Equipment regulations 1998) and the required documentation should be available onsite to support such maintenance and inspection.
* All lifting equipment, including, but not limited to, wire ropes, winches, chain hoists, shackles, spansets, ropes, slings etc. shall be suitable for their purpose.

**5.6 Ladders**

Should the work to be carried out identify ladders as the most suitable means of access, the following will apply:

* Where ladders are used, they must be selected and used with due consideration to the HSE publication INDG455 (Safe Use of Ladders and Stepladders).
* The ladder(s) should be in good condition and fit for purpose.
* The ladder(s) should be correctly positioned to prevent over stretching and be secure to prevent slipping.

**5.7 Fatigue**

An increased risk of accidents occurs if personnel are allowed to work for long periods of time with insufficient rest periods so that mental or physical fatigue becomes an issue. Mental fatigue can result in errors of judgment leading to accidents. Risk assessments are required to take into account the possibility of fatigue, especially when employees are operating machinery.

**5.8 Electricity**

* All electrical installations shall comply with the requirements of the Electricity at Work regulations 1989 and BS 7909
* Each contractor shall ensure, as part of their own ongoing inspection and maintenance procedures, that they regularly inspect all portable electrical equipment to be used onsite. Visual inspections should be carried out prior to use and any defects should be remedied prior to use or the equipment withdrawn from use.
* All portable electrical equipment brought onto site shall suitable and sufficient test certification (PAT or similar).

**5.9 Equipment Suspended at Height**

All equipment suspended at height shall be fitted with a suitable and sufficient secondary means of suspension.

**5.10 Waste**

All contractors will be required to remove any waste that their activities generate from the site and make appropriate arrangements to dispose of or recycle the waste.

**Section 3 – Public & Audience**

**6.0 Overview**

Where Do We Go From Here? is a public art installation that is free to all to view. It does not place at an appointed time, but will be active between 17:00 and 22:00 from Wednesday to Sunday between December 1st 2017 and January 7th 2018 (with the exception of December 25th & 26th).

As such event facilities, such as toilets, medical facilities, lost children and welfare will not be provided for members of the public.

**6.1 Event Management**

A member of Hull 2017 staff will be on duty each night the installation is live and will be the main point of contact for that evening. They can be contacted on the Hull 2017 event phone on **07841 145 158.** They will manage the volunteers and stewards on duty each evening.

**6.2 Security**

Overnight security will be on duty for asset protection at Trinity Square and Beverley Gate every night. As the Museum Gardens and Wilberforce House can be locked each night they will not have fixed security.

**6.3 Visitor Welcome & Stewarding**

30 uniformed Hull 2017 volunteers will be on duty each evening when the installation is active. Their role will be to greet visitors, explain the installations and advise of the best routes to use around town.

It is anticipated that the first week will the busiest, so during this week professional stewards will be deployed at potential pinch points and road crossings. The number of volunteers and their deployment will be kept under review, but it is anticipated that they will be deployed from Thursday to Saturday each subsequent week.

**Section 4 – List of Appendices**

**Appendix 1 Schedule**

**Appendix 2 Site Plans**

**Appendix 3 Contractor risk assessments**

**Appendix 4 Insurance Certificates**