Site Safety Plan

The BFG Trail

At Various Sites

Prepared for

Premier Communications

By James Haworth

30/03/2016

Version 1.0

Document Control

THIS DOCUMENT IS LIVE AND IS SUBJECT TO REVISION.

PLEASE ENTER REFERENCES IN THE TABLES BELOW.

Author Control

Name	Version	Action	Sections	Date
James Haworth	1.0	Draft	All	30/03/2016

Release Control

Name	Version	Release Date	Released to?
James Haworth	1.0	31/03/2016	Rob Carr

Contents

Section 1

1.1 Location Information

Name: BFG Trail

Client: Premier

Dates: XX/XX/2016 – XX/XX/2016

Install Dates: XX/XX/2016 – XX/XX/2016

De-rig Dates: XX/XX/2016

Location: Various Sites

1.2 Location Overview

TBC

1.3 Client Overview

One of the most experienced commercial partnership and sponsorship teams, bringing together brands and content at a global, international and UK level and delivering some of the most successful campaigns.

Combines a long established network of brand partners and relationships across the marketplace together with strategic evaluation metrics, insight and analytics and an in house sales team to deliver maximum revenue and reach for rights holders and IP owners. Premier represents major rights across entertainment, live events and large scale social and environmental initiatives.

Premier's unparalleled network, insight and unique understanding of how to activate IP across multiple channels also enables the partnerships team to act as a guide for brands across the worlds of entertainment, arts and culture and to create and activate partnership strategies.

1.4 Key Project Contacts

Name	Company	Role	Number	Email Address
Rob Carr	**Premier**	**Project Manager**	**07545758887**	**Rob.carr@premiercomms.com**
TBC	**TBC**	**Event Manager**	**TBC**	**TBC**

Section 2

2.0 Principal Legislation

2.1 Health and Safety Management Statement

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations 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 and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999, Premier will take all reasonably practicable steps to ensure the health, safety and welfare of its employees and sub-contractors.

A high standard of performance in this respect is one of the Company's principal objectives and an integral part of its approach to service delivery.

The involvement and co-operation of all employees and sub-contractors on both an individual and collective basis are crucial to the achievement of these aims. In all its activities the Company acknowledges and will seek to meet its responsibilities for health and safety in respect of those who are not its employees and the environment in which it operates.

2.1.1 The Health and Safety at Work etc. Act 1974

S.2 (1) "It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"

S3(1) "It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

2.1.2 The Management of Health and Safety at Work Regulations 1999

Regulation 3 (1) "Every employer (and self-employed) 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 of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

2.1.3 Construction Design Management (CDM) Regulations 2015

CDM 2015 is a regulation that has been created in the construction phase of the event to protect people involved in this phase from harm and anyone that their works may affect.

This is achieved though proper planning and co-ordination of project, to make sure competent people are in the correct roles and there is a rigid communication system to make sure a safe system of work is implemented and maintained at all times throughout the project.

Interpretation

The construction phase is the period during the build and the de-rig period of the event.

The construction site includes any place where construction work is being carried out or to which the workers have access, but does not include a workplace within the site which is set aside for purposes other than construction work.

Application

These Regulations apply in Great Britain; and to premises and activities outside Great Britain to the Health and Safety at Work etc. Act 1974 (Application outside Great Britain) Order 2013(b).

Notification

A project is notifiable in the following circumstances:-

- Last longer than 30 working days and have more than 20 workers (contractors) working simultaneously at any point in the project, or
- Exceed 500 person days
- Where a project is notifiable, the client must give notice in writing to the Executive as soon as is practicable before the construction phase begins

The notice must contain the following:-

- Contain the particulars specified in Pre-production information
- Be clearly displayed in the site office where it can be read by any worker engaged in the construction work; and

If required periodically updated as a live document on site during the construction phase

Premier will seek to achieve its aims by:-

a) Creating and maintaining a positive health and safety culture which secures the commitment and participation of all employees / sub-contractors.
b) Meeting its responsibilities to employees, to other people and to the environment in a way which recognises that legal requirements are only a minimum standard.
c) Adopting a planned and systematic approach to the implementation of the Company's H&S policy, to ensure:-
    I. the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risk to health;
    II. arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
    III. the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of its employees;
    IV. the maintenance of any place of work under the Company's control in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from these places of work that are safe and without such risks so far as is reasonably practicable; and
    V. the provision and maintenance of a working environment for employees that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for their welfare at work
d) Identifying and assessing the risks associated with all activities of the Company with the aim of eliminating or controlling the risks, so far as is reasonably practicable.
e) Allocating resources to meet the requirements of the Company's health and safety policy.

2.2 Health and Safety Goals

Premier Comms will proactively manage health and safety on this site as they do on all other sites. Consequently accident rates are generally below the industry norm.

Premier Comms has set the following health and safety goals for the project:

- The project will aim for a 'Zero' accident rate whilst this project is on-going and all contractors shall be encouraged to aim for this
- All accidents, incidents and near misses will be reported and properly investigated by the Project Manager and remedial actions taken where appropriate.
- All accidents, however minor, will be recorded in the 'on site' accident book and be reported to the Event Manager, applicable within 24 hours.
- Any serious accidents or incidents, or those reportable under RIDDOR, will be reported to the Event Manager, applicable immediately. All work will stop until the investigation is complete and the corrective action in place to prevent reoccurrence.
- All near misses will be investigated by the Event Manager recorded and reported to the Project Manager on a daily basis.
- Gallowglass Health and Safety will amend the Site Safety Plan as necessary to take account of the findings of any accident or near miss investigations.

2.3 Roles and responsibilities

2.3.1 Duties of the Project Manager

The Production Manager has the responsibility on-site for the implementation of the Company's Health and Safety policy. All on site staff are responsible for matters pertaining to health and safety within their areas of accountability. Responsibilities include, but are not restricted to:

- Ensure health and safety, site rules and regulations are a major consideration when planning the installations.
- Production and circulation of site maps.
- Co-ordinate and manage all Premier Comms contractors during build phase.
- Liaison with all staff during event times.
- Ensure staff under their control, including freelance workers and contractors, are competent and fully aware of any potential hazards.
- Making sure all sub-contractors have received all site specific information and site rules.
- Ensuring all BFG Jars safely installed and are placed in accordance with pre-approved site plans
- Daily briefings to heads of all departments onsite.
- Reporting of any incidents/accidents onsite.
- Ensure adequate medical provisions are in place and that all workers are aware of provisions.

- Ensure Personal Protective Equipment required is suitable and worn by all employees; and by all persons deemed to be at risk.
- Monitor all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way.

2.2.2 Duties of the Event Manager

- Co-ordinate and manage all Premier Comms contractors during the build and de-rig phase of the project
- Ensuring all sub-contractors have received all site specific information and site rules
- Reporting of any incidents / accidents onsite
- Instruct, inform and supervise all contractors regarding safe working practices
- Ensuring all aspects of the build are safely installed and are placed in accordance with pre-approved site plans and locations
- Daily briefings / inductions to all Premier Comms contractors

2.3.3 Duties of the Contractors

Contractors have the following responsibilities and duties:

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 the Project Manager and / or Event Manager will be terminated immediately (see Management of Health and Safety at Work Regulations 1999, regulation 3).

- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work
- The provision and maintenance of safe plant
- The provision of safe systems of work
- The safe use, handling and storage of hazardous materials / equipment
- The provision of information, instruction, training and supervision
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits
- The preparation of a written statement of Policy on Health and Safety
- This information must also be given to any agency that must pass this information to its employees who will work for the client or employer

Section 3

3.0 Build and Derig Arrangements – Construction Phase Plan

3.1 Construction Design Management (CDM) Regulations 2015

In response to regulation 12 of CDM 2015 the following build and derig arrangements can also be recognised as the construction phase plan for the project. Thus, setting out the health and safety arrangements during the construction phase.

3.2 CDM Roles and Responsibilities

Under CDM 2015, organisations or individuals can be one or multiple duty holders for a project. The different duty holders and their responsibilities under CDM are summarised below.

3.2.1 Client – Premier Comms

A client is defined as anyone for whom a production / live event that includes 'construction' work is carried out. They hold the overall responsibility

Proportionate to the scale of the construction and the risks involved, a client's main duties (functions) include:

- Make suitable arrangements to ensure that, so far as reasonably practicable, construction work is carried out safely
- Ensure there is proper cooperation and coordination between those involved in the planning, design and management of construction work
- Holds the overall responsibility for planning the project / event.
- Appointing a Principal Designer (PD) and Principal Contractor (PC), and ensure they carry out their duties.
- Ensure suitable documentation is drawn up in the planning phase – the Construction Phase Plan.
- All relevant information is prepared and provided to all duty holders.
- Ensure suitable welfare facilities are available throughout.
- Notified to HSE if construction work lasts longer than 30 working days and has more than 20 workers simultaneously or exceeds 500 person days.

3.2.2 Principle Designer (PD) – Premier Comms

A PD is defined as someone who arranges for or instructs persons under their control to prepare or modify designs relevant to the construction, maintenance and use of a structure. A PD's main duties include:

- Liaise directly with the Client and other CDM duty holders throughout all phases
- Coordinate the pre-construction phase.
- Involvement in the design of the structure and the risk associated with the design.
- Passing relevant information onto duty holders during planning.
- Ensure accidents are reported to enforcing authorities.

3.2.3 Principle Contractor (PC) – Premier Comms

A PC is defined as the organisation (or person) who plans, manages and monitors the construction phase and coordinates matters relating to health and safety during the event build and break down to ensure that, so far as reasonably practical, the work is carried out without risk to health and safety.

A PC's main duties include:

- Produce and update as required a suitable and sufficient Construction Phase Plan for the project, or make arrangements to do so.
- Responsible for the planning, managing, monitoring and coordinating at all phases of the build / de-rig of structures on site.
- Apply the general principles of risk prevention to the build and breakdown of the event by eliminating or controlling risks so far as is reasonably practicable.
- Ensure everyone working onsite receives appropriate site specific health and safety information via a suitable site induction – including site rules, medical, fire and emergency procedures.
- Reasonable steps are taken to prevent unauthorised access.
- Workers are consulted and engaged in securing their health and safety.
- Suitable welfare facilities are in place.

3.2.4 Designers

- Where preparing or modifying temporary structure designs, eliminate, reduce or control foreseeable risks that may arise during all phases of the event.
- Responsible for helping with the design of the event and risk associated with design.
- Liaise with all CDM duty holders on design matters.
- Prepare structural drawings and agree all weight loadings of proposed temporary demountable structures.
- Comply with any direction given by the Client / Principal Contractor / Principal Designer.
- Provide relevant information to other members of the project team to help them fulfil their duties.

3.3 Site Rules

3.3.1 Site Induction (Safety Briefing)

All staff and contractors must attend a safety briefing prior to all works commencing which will be conducted by the Event Manager. The Site Induction will include site rules, general working arrangements and requirements and the site fire / emergency procedures.

Where necessary, Premier Comms shall attend any venue / site specific inductions and adhere to any specific site rules as required.

3.3.2 Safe System of Work

It is the responsibility of all staff and contractors to ensure that a safe system of work is used at all times and that the proposed system takes into account the safety of anyone affected by their operation. The proposed system should be provided to the Health and Safety Advisor during the assessment phase. All work activities must be undertaken as per contractors risk assessments and carried out as per method statements.

3.3.3 Segregation (Pedestrian Management)

There will be no public access into the build and de-rig areas, at any time. During the build and de-rig staff will manage the access into the build and de-rig areas. All Premier Comms vehicles are equipped with cones and hazard tape which shall be used as a means of segregation should the capacity of the public within the vicinity of works be of a concern.

Additional signage shall be implemented where necessary.

3.3.4 Vehicles and Plant

All vehicles and plant will adhere to any of the specific site speed limits. Which shall be briefed during the induction. Banksmen (wearing suitable hi-visibility clothing) shall be utilised when any vehicles are reversing.

3.3.5 Welfare

Welfare facilities for all staff and contractors working onsite shall be provided. The location of which shall be discussed during the site induction. Contractors who use the onsite facilities do so at their own risk. Please ensure all facilities are kept clean and free of obstruction.

3.3.6 Accident Reporting & Investigation

All accidents, incidents and near misses must be reported without delay to The Event Manager. An accident book (BI 510) will be on site at all times.

The Contractor is responsible for reporting incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

3.3.7 PPE – Personal Protective Equipment

All staff and contractors will maintain and ensure the use of Personal Protective Equipment (PPE) relevant to their task(s). All contractors and suppliers will maintain and ensure the use of PPE relevant to their task as identified in their site specific method statement and risk assessment. Non-compliance could result in the removal from site.

The mandatory onsite PPE requirements between during the build and de-rig shall be:

- High Visibility Vest at all times
- Appropriate Safety Footwear

3.3.8 Lone Working

There will be no lone working during the build and de-rig.

3.3.9 Smoking / Alcohol / Drugs

Smoking is not permitted anywhere on the build and de-rig areas. The designated smoking area for staff and contractors working at shall be established and communicated during the staff induction.

Staff and Contractors are not permitted to consume alcohol and / or drugs during the hours of employment. Any person who is believed by the Event Manager to be intoxicated and / or under the influence of drugs will be considered to be unable to carry out their duties safely and will be required to leave the site.

3.3.10 Waste

It is the responsibility of all staff and contractors to ensure that any waste generated by their operations is disposed of promptly following the conclusion of their installation/ work. The contractor is also responsible for ensuring that controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990.

3.3.11 Fatigue

An increased risk of accidents can occur if persons are allowed to work for extended periods of time without adequate rest periods. This cause's mental and physical fatigue which result in errors of judgement which lead to accidents. The risk assessments carried out by Contractors will require to take account of the possible effects of fatigue.

3.3.12 Signage

All signs and notices displayed shall be obeyed. This also applies to parking. All safety signs used must conform to the Health and Safety (Safety Signs and Signals) Regulations 1996.

3.3.13 Permits To Work

If a permit is required for certain venues, all staff and contractors will be informed the Event Manager who will liaise with the site / venue management and ensure that all arrangements and procedures for the permit are implemented.

3.3.14 First Aid and Medical

Premier will ensure that there are first aiders present during the build and de-rig. Each vehicle shall be equipped with a full stocked first aid kit.

3.4 General Arrangements

3.4.1 Assessment

It is the responsibility of the Contractor to ensure that a safe system of work is used at all times and that the proposed system takes into account the safety of anyone affected by the operation. This must be provided in a written risk assessment and method statement by each contractor on elements specific to the event.

To secure approval, the Contractor will have to demonstrate to the Health and Safety Advisor, by way of a Health and Safety Policy Statement, their competence to undertake the type of work proposed and that adequate resources shall be allocated. All contractors will be required submit, amongst others, the following information:

- Company Health and Safety Policy (if requested);
- Site Specific Risk Assessment and Method Statement;
- Evidence of Competency / Electrical Testing;
- Public and Employees Liability Insurance;
- Fire retardancy Certificates

3.4.2 Review

All Contractors shall continually review their Safety Policy documentation during the event. Contractors must notify the Project Manager of any material alterations to the documentation originally approved, as those alterations occur.

3.4.3 Compliance

All Contractors shall comply with any health and safety and other accompanying documentation or instruction issued by the Project / Event Manager, together with their own written procedures. Contractors may be asked to leave site in the following circumstances:

- Failure to achieve a pre-determined level of performance at any specific function;
- Any incident which in the opinion of the Project / Event Manager leads to, or could lead to, an unsafe method of work;
- Any accident, incident, near miss associated with Health and Safety that may be of serious consequence;
- Failure to comply with any health and safety procedures and accompanying documentation issued to the Contractor;
- Failure to comply with the Contractor's own written procedures;
- Failure to comply with statutory legislation and regulations.

3.4.4 Drinking Water

Premier shall ensure that drinking water is made available for all staff and contractors.

3.4.5 Lighting

Most of the work takes place during the evenings. It has been confirmed following various site visits that the proposed locations are in well-lit areas. Temporary portable work lighting will be made available when required.

3.4.6 Working in Extreme Weather Conditions

Although unlikely and not anticipated, the documentation sent to all staff and contractors prior to the event will outline appropriate clothing to accommodate the potentially extreme weather conditions.

If extreme weather is forecast additional measures will be put in place to minimise the risk of injuries due to cold. In the case of unexpected extreme weather, the Project / Event Manager shall form an appropriate plan in order to mitigate the risks to both staff and contractors.

3.4.7 Manual Handling

Like all of the other legislation enacted in 1992, the Manual Handling Regulations are risk assessment based. Always try to move things mechanically whenever possible.

If a trolley or other such device is not available, seek help.

To this end, Premier shall:

- Identify any manual handling operation where there is a risk of injury to staff. The person in charge of the work location will do this as part of general risk assessment;
- Identify and implement any reasonable practicable means of avoiding the operation;
- Where the operation cannot be avoided, Premier will identify any measures that can be taken to control the risks;
- A specific Risk Assessment will be carried out;
- The assessment will be recorded and will be kept under review and revised as necessary;
- Measures required to control any risks will be taken as far as reasonable practicable. The person responsible for the work involving manual handling will carry out any such control measures;
- It is the duty of all Contractors 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 risk.

3.4.8 Electricity at Work Regulations

These regulations require that precautions be taken against the risk of death or injury from electricity in work activities.

All electrical 'systems' must at all times be of such construction as to prevent danger.

These regulations obviously have a major impact on our event and therefore all electrical installation work will be undertaken by competent persons. No electrical connection or isolation will be made prior to authorisation from the Venue Management.

As with all other relevant legislation, risk assessments will be carried out and recorded. As electricity carries a significant risk on each job, job specific risk assessments will record the element of risk.

3.4.9 Working at Height

- When it is necessary to work at height, precautions must be taken to prevent a fall;
- Care must be taken to ensure that nothing can fall onto persons below;
- Access ladders must be of sound construction and of adequate length;
- All tools should be attached to person by lanyard.

3.4.10 Ladders

If the work to be carried out identifies ladders as the most suitable means of access then the ladders should be:

- In good condition;
- Positioned at the correct angle to allow a 1:4 ratio;
- Secure, to prevent slipping sideways or outwards;
- Raised a sufficient height above the landing place or work platform;
- Correctly positioned to prevent over-stretching;
- Rested against a solid surface, or be a 'footed' A frame ZARGEE (or similar).

3.5 Project Specific Arrangements

3.5.1 Work Effecting the Public

When contractors are working on in the public domain at the Various Sites, a hazard to pedestrians could be presented.

Liaison with the Site Management is required and arrangements will include: (where required)

- Cones or other barriers to mark off safety zones;
- Provision high visibility clothing for those working on or next to the roadway and in public areas;
- Temporary lighting shall be provided if required
- Pro-active traffic management;
- Appropriate signage will be implemented

Where contractors will be working in public areas around the perimeter of the Various Sites the work shall be planned and executed to take account of the needs of children, people with prams, the elderly and those with disabilities.

3.5.2 Delivery to Site

All BFG Jars will be delivered to site by a competent supplier who will meet 2 or more crew members and the Event Manager upon arrival. Once arriving on site any traffic management rules in place shall be adhered to at all times. Such rules shall be communicated to each delivery driver PRIOR to his arrival onsite.

3.5.3 Installation Methods

When necessary a means of segregation will be used (cones, hazard tape) to avoid any public interaction prior to unloading any equipment / materials. The crew will manually unload all elements of the BFG Jars from the delivery vehicle to final set up location. When possible mechanical lifting aids will be used to avoid the need for manual handling. Site visits have already taken place to ensure the suitable of ground conditions, lighting levels and access routes. Where the specific site report specifies the need for, floor protection materials / layers shall be positioned to protect any pavements or floor surfaces.

The Plinth bases will be positioned in their final set up location and the access panel removed using hand tools. Concrete weights (20 kg each) will be loaded from the delivery vehicle onto trolleys and moved to the Plinth. The BFG Jars will then be manually located and placed on top of the plinth.

Each jar is then attached to the plinth with a clamping plate placed internally at the bottom of the jar. The clamping plate will have M12 bolts welded to them, these then pass through holes drilled into the top of the plinth and then secured to the inside of the plinth using M12 nylon hex nuts.

Suitable and sufficient weights will then be placed into each plinth base and the access panel replaced.

In some of the jars there is a multimedia sculpture incorporated within the shell. This may need power and it is currently proposed that a battery shall be incorporated within. More details on any power requirements to follow.

This method will be repeated until all BFG Jars have been cited into their pre-determined locations.

Prior to moving to the next set-up location the installation team will perform a visual check to ensure no materials, equipment or waste has been left in the working area.

3.5.4 The BFG Jars

Three types of Jars have been designed for this trail – J1, J2 and J3. Please see section 5.0 for material specifications and weight for each of the three jars.

All three jars shall be installed using the same installation methods enlisted above. J1 and J2 have the multimedia element incorporated within their shell.

In short, the BFG Jars range from 1279mm to 1450mm high and stand on a box shaped metal plinth. They are made from either PETG or Class 1 FRP (Fire Certification can be made available upon request). The three style of jars vary slightly in maximum weights and dimensions.

Maximum Dimension Measurements:

- Maximum width of Plinth 810mm
- Maximum depth of Plinth 810mm
- Maximum height of Plinth 410mm
- Maximum height of Plinth and Jar 1840mm

To stop the plinth and the BFG jars from toppling over, suitable and sufficient concrete weights (approx. 14 x 20kg) shall be positioned in the plinth base according to the specifications provided by the designers. (See section 5 for more detail)

Maximum Weight:

- The plinth approx. 54kg
- Concrete Blocks 14x20kg approx. 280kg
- Maximum Jar weight approx. 45kg
- Overall maximum weight. approx. 379kg

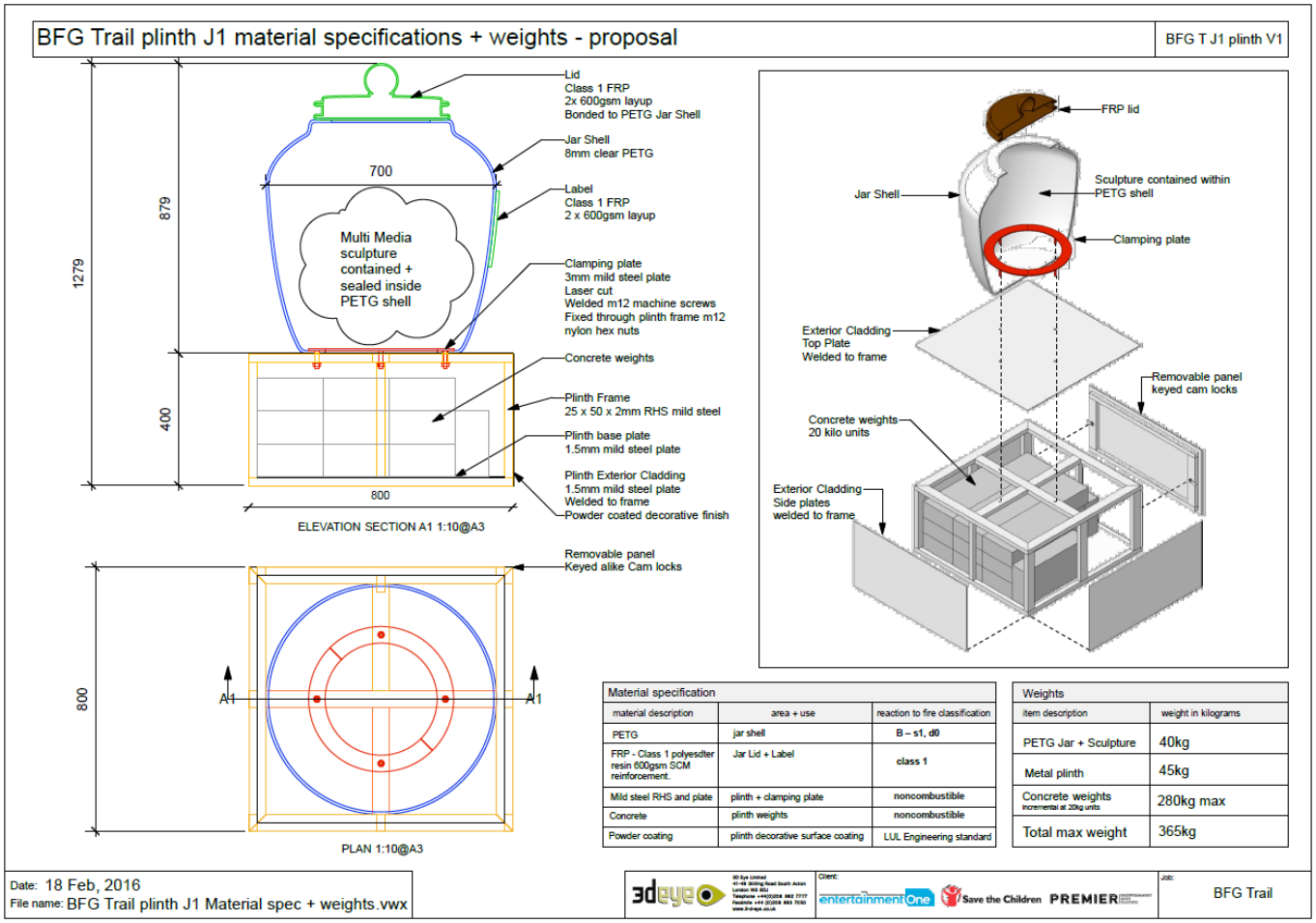
3.5.5 Wind Loading Calculations

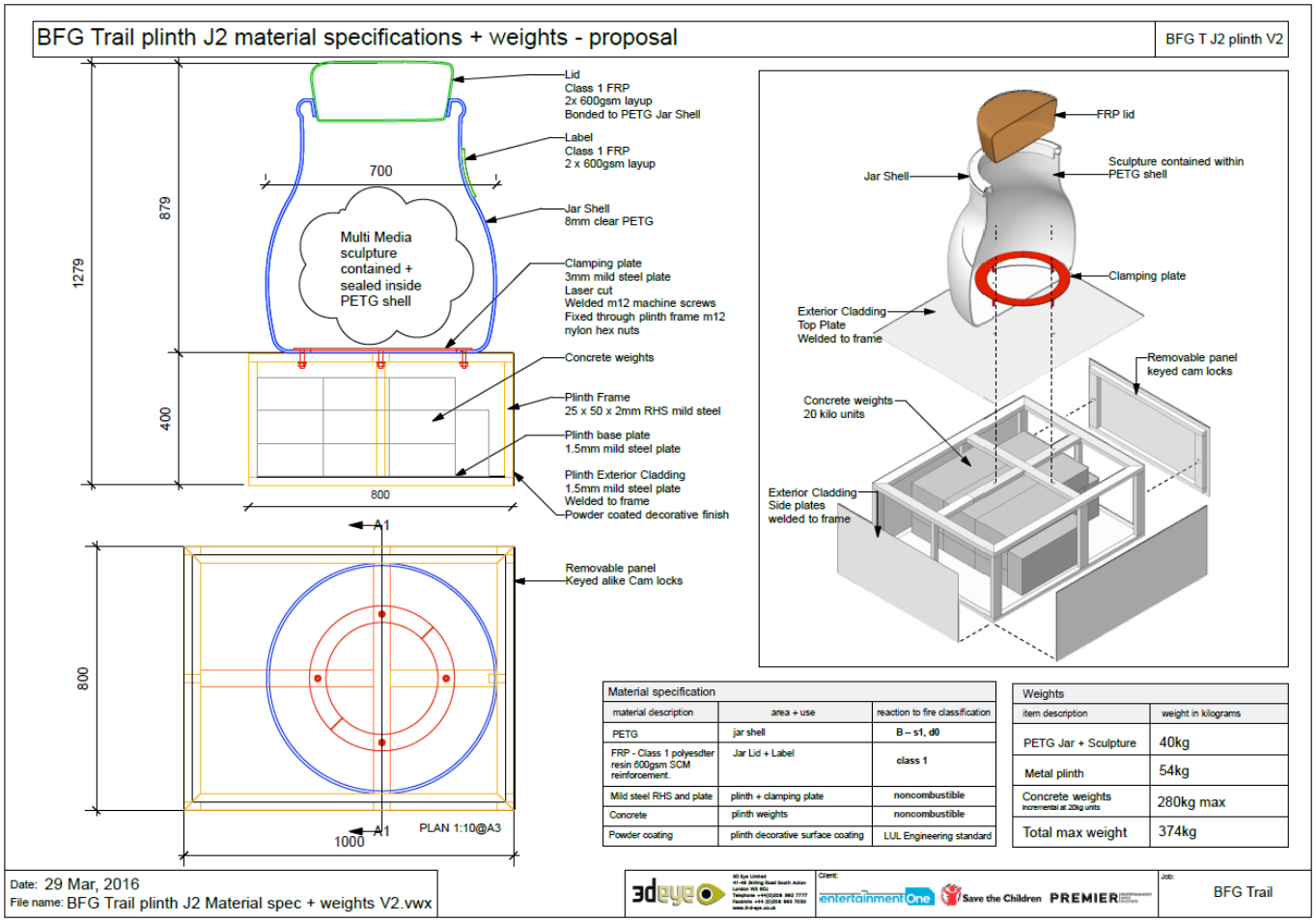
TBC

3.5.6 Removal Methods

The BFG Jars will be removed from site in the exact reverse methods they were installed. The same site rules shall apply for each site and MUST be adhered to at all times. If the crew are different to those who initially installed each BFG Jar then they MUST have read all risk assessments and method statements and be familiar with their content.

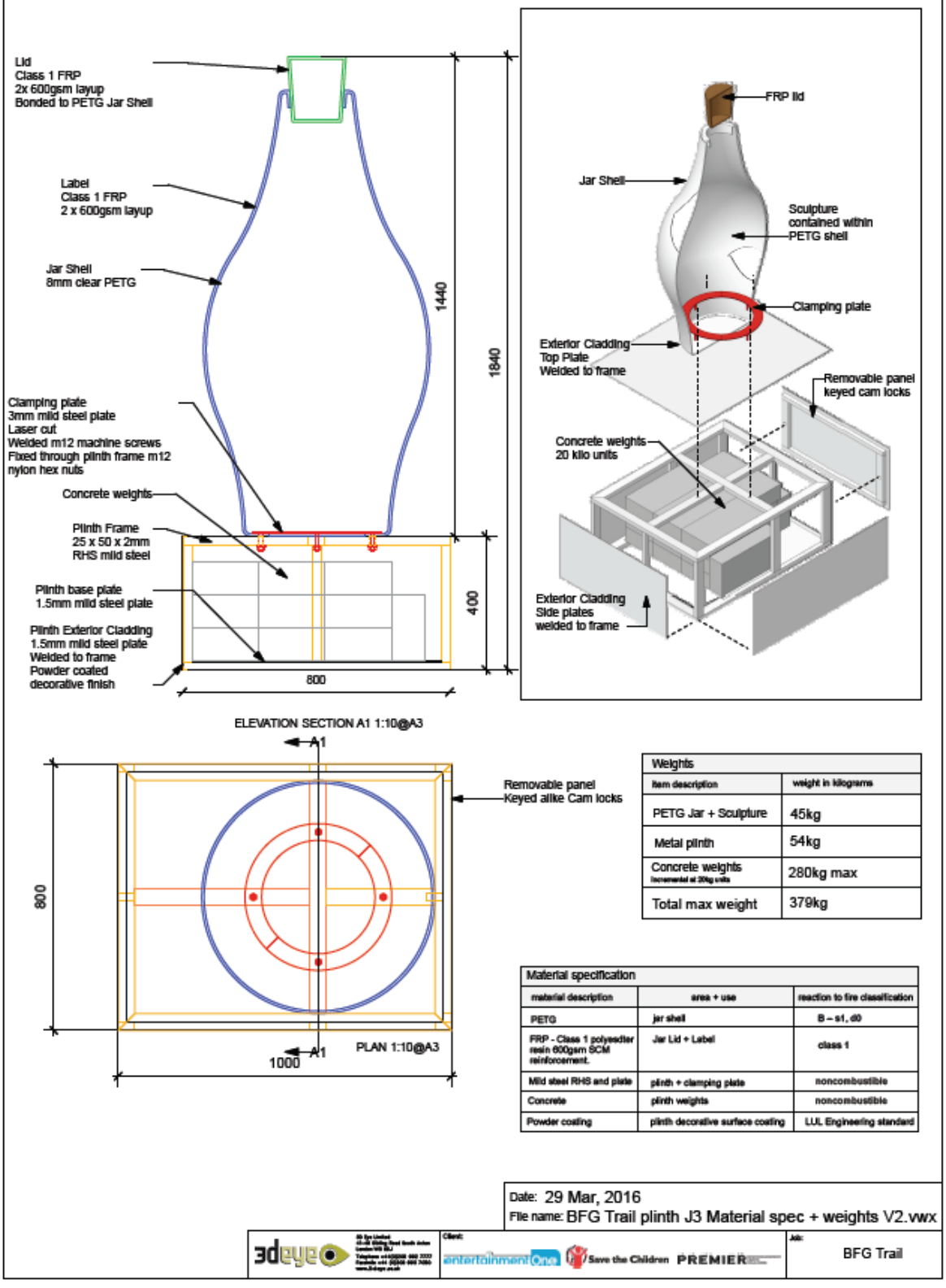
4.0 Plans and Visuals




BFG Trail plinth J2 material specifications + weights - proposal
BFG T J2 plinth V2
Lid
Class 1 FRP
2x 600gsm layup
Bonded to PETG Jar Shell
Label
Class 1 FRP
2 x 600gsm layup
Jar Shell
8mm clear PETG
Clamping plate
3mm mild steel plate
Laser cut
Welded m12 machine screws
Fixed through plinth frame m12
nylon hex nuts
Concrete weights
Plinth Frame
25 x 50 x 2mm RHS mild steel
Plinth base plate
1.5mm mild steel plate
Plinth Exterior Cladding
1.5mm mild steel plate
Welded to frame
Powder coated decorative finish
Removable panel
Keyed alike Cam locks
Multi Media sculpture contained + sealed inside PETG shell
700
879
1279
400
800
A1
800
1000
PLAN 1:10@A3
FRP lid
Jar Shell
Sculpture contained within PETG shell
Clamping plate
Exterior Cladding Top Plate Welded to frame
Removable panel keyed cam locks
Concrete weights 20 kilo units
Exterior Cladding Side plates welded to frame
Material specification
material description | area + use | reaction to fire classification
PETG | jar shell | B – s1, d0
FRP - Class 1 polyesdter resin 600gsm SCM reinforcement. | Jar Lid + Label | class 1
Mild steel RHS and plate | plinth + clamping plate | noncombustible
Concrete | plinth weights | noncombustible
Powder coating | plinth decorative surface coating | LUL Engineering standard
Weights
item description | weight in kilograms
PETG Jar + Sculpture | 40kg
Metal plinth | 54kg
Concrete weights Incremental at 20kg units | 280kg max
Total max weight | 374kg
Date: 29 Mar, 2016
File name: BFG Trail plinth J2 Material spec + weights V2.vwx
3deye
Client:
entertainment One
Save the Children
PREMIER
Job:
BFG Trail

BFG Trail plinth J3 material specifications + weights - proposal

BFG T J3 plinth v2



Weights	
Item description	weight in kilograms
PETG Jar + Sculpture	45kg
Metal plinth	54kg
Concrete weights	280kg max
Total max weight	379kg

Material specification		
material description	area + use	reaction to fire classification
PETG	jar shell	B – s1, d0
FRP - Class 1 polyester resin 600gsm SCM reinforcement.	Jar Lid + Label	class 1
Mild steel RHS and plate	plinth + clamping plate	noncombustible
Concrete	plinth weights	noncombustible
Powder coating	plinth decorative surface coating	LUL Engineering standard

Date: 29 Mar, 2016
File name: BFG Trail plinth J3 Material spec + weights V2.vwx

3deye | Client: entertainment one / Save the Children / PREMIER | Job: BFG Trail

Section 5

5.0 Risk Assessment Matrix

Date of Assessment: **30/03/2016**

Assessed by: **James Haworth**

Location: **Various Sites**

Severity

5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5
	1	**2**	**3**	**4**	**5**

Likelihood

Likelihood	**Severity**
1 Extremely Unlikely	No or minimum injury - No equipment or property damage
2 Possible but unlikely	First aid treatment on site - Minimum equipment or property damage
3 Conceivable	First aid treatment off site - Equipment and property damage
4 Probably would happen at some time	Major injury or hospitalisation - Localised equipment or property damage
5 Almost certain to happen	Fatality - Extensive property or equipment damage

S = Severity **L = Likelihood** **R = Risk Rating**

1 – 6 Low Risk: *Action is not required to lower the risk. Time effort and money is proportionate to the risk*

7 – 15 Medium Risk: *Action may be required to control the risk. Immediate short term measures may be required.*

16 – 25 High Risk: *Action is required urgently to control the risk. Further resources are almost inevitable.*

5.1 Build and De-Rig Risk Assessment

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
1	Waste	Installation team	Slips, trips, falls Blocking of escape routes Blocking of exits	3	3	9	A designated area will be identified for the storage of generated waste while onsite. Normally on the back of the onsite vehicle. Once the work is complete the generated waste will be loaded back into the vehicle and taken to the relevant waste / recycling facility.	2	2	4
2	Battery operated hand tools	Installation team	Injuries sustained from faulty equipment Incorrect use of tool Electrocution from charging points	3	3	9	Operatives to be trained in the correct use and storage of all battery operated hand tools. Any tools identified as damaged or not fit for purpose will be discarded immediately. All tools shall be fully charged before arrival onsite and be appropriate for the task. The correct tool will be identified by the competent person onsite for the task to be undertaken, under no circumstance are tools to be used in a way not intended by the manufacturer. All tools will be stored securely in their toolbox when not in use, hand tools will not be left lying around under any circumstances.	2	2	4
3	Fatigue	Installation team	Fatigue Lack of concentration Reduced output	3	4	12	All staff are to ensure that adequate rest and meal breaks are taken. Maximum on site hours of work are 12 hours and will not be exceeded without the permission of the Project / Event Manager. Maximum working hours for the day should also take into account the distance and time taken by staff driving vehicles.	3	2	6

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
4	Working in low light levels	Installation team	Slips, trips, falls Inability to evacuate Injury risk heightened	3	2	6	Work after darkness is minimised where possible. If work is to be carried out task lighting is to be used. In the event of a lighting failure which causes the light level to fall below acceptable levels, work will cease (except to resolve the lighting failure) until the situation is rectified.	2	2	4
5	Inclement weather	Installation team	Hypothermia Flu, colds sickness Collapse of certain elements. Crushing injuries, death	4	2	8	All staff will be advised on the appropriate clothing required. When extremes of weather are expected suitable provisions will be made for shelter away from weather extremes and suitable breaks given to all staff working in these conditions. This will give staff a chance to get out of the cold / wet at regular intervals and have access to suitable refreshments. The office will monitor all weather conditions forecasted for the sites where the installations are to take place, if weather conditions change suddenly emergency actions will be taken by staff.	2	2	4
6	Non-use of Personal Protective Equipment	Installation team	Injury to person, head, feet, hands	4	3	12	Correct PPE identified for the specific task and the individual shall be selected, or where identified within a specific risk assessment. High-visibility vests and steel toe cap boots / shoes shall always be worn when working outdoors in areas effecting the public. PPE selected should fit and be worn correctly. Regular inspection for defects shall be undertaken, and if PPE is defective staff shall report defect and request replacements. Environmental and ergonomic issues shall be taken into consideration (e.g. changes in temperature) when selection of PPE is made.	2	2	4

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
7	Injuries sustained onsite	Installation team	Injuries worsening Failure to treat injuries correctly	5	4	20	There shall be at least one appointed First Aider per crew and shall be present during the installation and de-rigging of each BFG Jar on the trail. First aid certificates will be made available for inspection if required. A first aid box is kept in all vehicles which will maintained by the appointed first aider responsible for that specific vehicle. It is their responsibility to make the Event Manager aware of any items that need replenishing. Suitable procedure for dealing with staff who are unwell or who are taken ill shall be implemented.	4	2	8
8	Non Reporting of accidents	Installation team	Legislation breach Inability to deal with worsening injuries	2	4	8	All accidents, incidents and near misses shall be reported to the Event Manager on-site. RIDDOR shall be observed at all times and the Project / Event Manager will be responsible for all RIDDOR reporting. All reports will be recorded and logged appropriately and copies thereof will be made available upon request	2	2	4
9	Vehicles loading / unloading equipment onto site	Installation team Public Other contractors in the area	Serious injury through lack of awareness / contact with moving vehicles	4	3	12	Designated vehicle access routes will be identified by Installation team. Installation team will comply with any on-site traffic management systems including vehicle routes and speed restrictions. They will also comply with any schedule of arrivals for all vehicles and with the allotted times given.	4	2	8

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
10	Objects falling from vehicles	All persons in area	Injury to people working on the ground Injury to public Damage to equipment damage to venue Manual handling injuries	4	4	16	All equipment to be placed correctly on the tail-lift / back of the vehicle. All vehicles to be parked within the segregated area to prevent unauthorised persons entering the unloading area. Crew shall all have been trained in manual handling techniques, will ensure that they work within their capacities. Correct PPE for site to be worn at all times. If the equipment requires lifting using a mechanical aid, only competent and trained staff will be allowed to use those aids. Where fitted the stop plate shall be in position to stop wheeled boxes rolling of the back of the vehicle. Suitably sized vans shall be provided for each delivery to ensure sufficient space is provided for the safe transportation of all materials to site without the need for overloading.	4	2	8
11	Storage of materials	Installation team	Crushing and injury from falling materials Injury from manual and mechanical handling	3	3	9	Materials will generally be stored on the onsite vehicles during the build and de-rig phase when not required. All Installation team should be instructed of the need for good housekeeping standards and in maintaining a tidy, well organised working area.	3	2	6

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
12	Non-mechanical lifting aids (Pallet trucks, trolleys, sack barrows, etc)	All staff	Damage to buildings and equipment Equipment toppling over Loss of a load Contact with members of the public or other persons below	4	4	16	Installation team members will operate the non-mechanical aids to reduce manual handling on site, where site visit has identified the need for it. An equipment check shall be carried out prior to use, to establish that the aid is in appropriate and safe working order. Installation team shall be trained and competent to use the aids and that they are aware of their load capacities and capabilities and that are not exceeded or used for any other purpose other than their intended use. Manufacturer's instructions will be observed and adhered to at all times. Prior to operating the aid the operator shall establish a safe clear route, solid ground, free of obstacles and obvious risks. Staff shall ensure that the access route is clear of other persons and an area restriction method (barrier tape / cones) shall be used when the public capacity is a hazard. Area that is to be worked in shall be free of obstructions and if working outdoors, that adverse weather conditions will not affect the operation. Operator will observe warning instructions and cease work.	4	2	8

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
13	Manual handling	All staff	Poor posture Lower back disorders Muscle strains and sprain, musculoskeletal injury	3	3	9	Mechanical aids shall be sought and utilised where available. Sufficient time shall be allocated to the task. Knees shall be bent. Body shall not be twisted. Load shall be kept close to the body. Loads that are not light enough to be carried by one person shall be carried using team lifting. Additional care and attention shall be exercised if the ground surfaces are uneven or have different height gradients. All staff to receive task specific manual handling assessments. Correct PPE to be worn at all times which includes steel-toe safety footwear, hi-visibility vests.	3	2	6
14	Smoking, alcohol and drugs	All persons onsite	Risk of fire due to discarded cigarette Injury to all staff, Service Engineers and members of the public Injury due to staff member being under the influence of drugs or alcohol	4	4	16	In compliance with current legislation, smoking will only be allowed outdoors. All Installation team will use, where available, designated smoking areas. Any staff member found under the influence of drugs or alcohol will be immediately removed from site.	3	3	9

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
15	Working alongside other contractors	All persons onsite	Injuries due to lack of communications Damage to equipment Miscommunication between contractors	4	3	12	The install team will consist of and Event Manager and a minimum of two crew. The team will segregate themselves from public where reasonable practicable using cones and hazard tape – stored on the vehicle. When working in close proximity to other contractors, the Event Manager will make the contractors working in the vicinity of undertakings aware of the dangers associated with the works.	2	2	4
16	General public accessing work area	Installation team and general public.	Injury to persons	3	3	9	Prior to starting work, Installation team shall establish a safe clear work area, free of obstacles and obvious risks. A segregated area shall be created by the use of cones, hazard tape before works commence. First aid provisions shall be made available and an appointed first aider shall be present on the crew. There will be adequate lighting levels to warn the general public of the work activity being carried out. Hi-visibility vest shall be worn when working close to the general public and externally. The work area shall be secured from the general public by notification that activity is taking place e.g. hazard tape, suitable reflective PPE, verbal instruction. Premier Event Manager will ensure that the work area is kept free from risk to the public – if he cannot, then the work activity may cease until risk can be reduced sufficiently. Adequate lighting shall be provided. All waste shall be removed from site.	2	2	4

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
17	Young children and the elderly accessing work area	Installation team and general public.	Serious injury, dis-orientation	2	2	4	All work activity will cease until risk of injury to the young or elderly is reduced sufficiently for work activity to continue.	1	2	2
18	Injury to general public within work area	Installation team and general public.	First aid application	2	2	4	There will be a first aid box located in at least one of the vehicles onsite. The appointed first aider will designate a member of crew to call for the emergency services for assistance if necessary. Unless the condition of the injured person requires otherwise (e.g.: recovery position, stemming blood flow, provision of water etc.) contact shall be kept to a minimum.	1	2	2

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
19	Installation of BFG Jars	Installation team and general public	Concrete weights falling on feet BFG jar toppling off plinth Manual handling injuries	3	3	9	All BFG Jars will be installed by trained operatives who have received the relevant information for correct installation methods. Task specific PPE shall be worn at all times, steel toe caps (as a minimum) and a high visibility vest when working outdoors or in close proximity to the public. The BFG Jars and weights will be delivered by vehicles to various locations by a competent delivery driver, where installation crews of 2 or more people shall meet them. Locations will have been predetermined and assessed for suitability. The ground where each jar is due to be positioned shall be even and free of any other potential hazards. All staff shall be trained in Manual Handling and correct methods shall be used at all times. When possible suitable mechanical lifting aids will be used to reduce the need for manual handling. The installation crew will unload the plinth and jars manually and transfer onto a trolley to transport to the installation locations. The plinth and jars will be manually located. The crew will return to the delivery vehicle and manually load the concrete weights on a trolley to transport to the location of the statue. Each concrete weight is approximately 20kg meaning it shall be manageable when using correct manual handling techniques. The plinth has a removable panel which is removed using hand held tools. Suitable and sufficient weights shall then be placed inside the plinth and the access panel replaced with cordless driver and security tips repositioned. Crews will then visually check the plinth and jars before leaving site and moving to the next location to repeat the process.	2	2	4

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
20	Flammable material	Installation team and general public	Vandalism via arson Fire, burns to pedestrian and / or damage to property	3	3	9	The plinth base and internal frame for each BFG are made up from mild steel. The jars are made from PETG and class 1 FRP. The powder coating used on the exterior of all the Jars have received the flammability class 0 classification via the relevant BS standard tests. The materials used for each BFG Jar shall reduce the flammability and sufficiently reduce the chance of arson. All flame retardancy certification can be made available on request.	2	2	4
21	Ladders	Installation team and general public	Falls from height Equipment falling from height	4	3	12	Ladders should be: In good condition; Positioned at the correct angle to allow a 1:4 ratio; Secure, to prevent slipping sideways or outwards; Raised a sufficient height above the landing place or work platform; Correctly positioned to prevent over-stretching; Rested against a solid surface, or be a 'footed' A frame ZARGEE (or similar).	2	3	6

5.2 Fire Risk Assessment

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
1	Egress blocked.	General Public / Installation team / Emergency services.	Blocked egress / trip hazards / panic / crushing.	3	4	12	All access and egress routes to be clear at all times. Any obstructions to be identified and removed immediately. Vehicles will not be parked anywhere where their obstruct pedestrian/ traffic or emergency access routes. All unloading/ loading areas will be pre-determined.	2	3	6
2	Cigarette Discard	General Public / Installation team	Fire / Damage to property	3	4	12	Staff and contractors will be informed to dispose of cigarette ends appropriately using the designated cigarette discard facilities.	2	3	6
3	Flammable material	General Public / Installation team	Vandalism via arson / Fire, burns to pedestrian and / or damage to property	3	3	9	The plinth base and clamping plate for each BFG Jar are made up from mild steel. The BFG Jars are made from PETG or class 1 FRP. The powder coating used on the exterior of all the BFG statues has received the flammability class 0 classification via the relevant BS standard tests. The materials used for each BFG Jar and shall reduce the flammability and sufficiently reduce the chance of arson. All flame retardancy certification can be made available on request.	2	2	4
4	Emergency and Evacuation procedures	Installation team	Inability to evacuate, panic, distress	3	4	12	Where necessary, all staff will be briefed on all emergency and evacuation procedures for each site PRIOR to commencing work. All vehicles and work areas will not obstruct emergency access routes.	3	2	6

Ref	Hazard	People At Risk	What Might Happen?	Rating			Controls Measures and Further Precautions to Reduce Risk	New Rating		
				L	S	Risk		L	S	Risk
5	Waste	General Public / Installation team	Slips, trips, falls / Blocking of escape routes / Blocking of exits	3	3	9	Staff and contractors will remove all waste generated from the installation from the installation site. All waste will then be disposed of appropriately and will be managed by Premier Event Manager. Staff and contractors will ensure that waste does not block public footpaths/ traffic routes or escape routes.	2	2	4

Authorisation of person completing the risk assessment			
RA Completed By: James Haworth		**Job Title: Safety Advisor**	
Signature:		**Date:**	**30/03/2016**

Section 6

6.0 Insurances

6.1 Premier

EMPLOYERS' LIABILITY & PUBLIC/PRODUCTS LIABILITY INSURANCE INCLUDING EXCESS LAYER COVER NOTE

Insured:	Premier Public Relations Limited and Premier Public Relations Limited T/as PREMIER	
Period:	1st June 2015 to 31st May 2016	
Business Description:	International Publicity and Partnerships for a wide range of Film, Television, Theatre, Social networking, Personal Representation and Corporate Clients. As well as Events, Premieres, launches and online and gaming services. Junkets, TV Commericals Production, Video and Film Restoration, Website Production Audio visual duplication, standards conversions, post production including editing, graphics and DVD authoring, content management.	
A. 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.	
Insurer	Zurich Insurance plc	
Limit of Indemnity	Employers Liability	£10,000,000
Policy Number:	ZF104249/0507V5	
B. 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: Products Liability:	£10,000,000 one accident/unlimited £10,000,000 one accident/in all
Primary Layer	£5,000,000	
Primary Layer Insurer:	Zurich Insurance plc	
Policy Number:	ZF104249/0507V5	
Excess Layer	£5,000,000	
Excess Layer Insurer:	CNA Insurance Company Limited	
Policy Number:	CW0002408	
Territorial Area:	Worldwide	
Excess Applicable:	£250 for third party property damage	

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 would be pleased to confirm the current position upon request.

Full policy wordings 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
insurance@acjltd.co.uk
www.acjltd.co.uk

integro

Authorised and Regulated by the Financial Conduct Authority

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ZURICH

Section 7

7.0 References

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3. Five steps to risk assessment: A step by step guide to a safer and healthier workplace, ING163, HSE, ISBN 0717609049.
4. Maintaining portable and transportable electrical equipment, HSG107, HSE, ISBN 0717607151.
5. Management of Health and Safety at Work Regulations 1999, HMSO.
6. Safe use of work equipment. Provisions and use of Work Equipment Regulations 1998 (PUWER), Approved Code of Practice and guidance, HSE, ISBN 0717608700.
7. Work at Height Regulations 2005, A Brief Guide, INDG 401 http://www.hse.gov.uk/pubns/indg401.pdf