



March 2017

Client Information Booklet:

We want everyone to be safe and have a fabulous event.

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There is plenty more information available online to help in your planning.

We are here to help, advise and guide.



Bigtopmania .

Circus – Shows - Marquee Hire – Entertainment – Children’s Play Areas – Festival and Event Supplier. Est'd 1987.

Often acting as contractor and workers under CDM 2015.

Creating our own PCI when acting as Client under CDM, or on single contractor jobs.

Whether the event is private or commercial:

The building, dismantling and use of Temporary Demountable Structures (TDS) / marquees
Now comes under

Construction (Design & Management) Reg’s 2015 (CDM 2015)

These Regulations cover the management of health, safety and welfare when carrying out construction projects and designates legal duty holders and responsibilities. The response should be proportional to the job.

Company address

Bigtopmania
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Chapman’s Well
Launceston
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PL15 9SG

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07768498090 Pete

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www.bigtopmania.co.uk/blog

Representatives.

Director; Pete Wintercrane

Employees / Workers likely to be
Pete Wintercrane
Lucas Wintercrane (onsite rep in case of Pete Absence)
Harrison Johnston
Francesco Torriani
Moses Opiyo
Sean Mannifold
And others tbc.

Some of the below information is taken from existing other documents and as such some repeats.

We hope it is useful to your plans.

There are checklists to use before, during and after hire period.

Upon completion of installations you will be given a safety audit / completion / hand-over document.

More is available.

Online Location of information useful for client Pre-Construction Information (CPI) or Health and Safety File. (1 page)

<p>Is there an existing H&S file prepared under the CDM regulations (2015)</p> <p>Only required if more than one contractor.</p> <p>If so, attach a copy or state where it can be found.</p>	<p>Yes / no / don't know.</p> <p><i>Make notes; a true file may not be needed but</i></p> <p>Bigtopmania has a very thorough web page containing up to date H&S information, marquee hire and use and event planning guidance at http://bigtopmania.co.uk/Marquee-Hire-Health-And-Safety.html</p>
<p>What relevant information is in existing H&S file that should be included in the PCI?</p> <p>Alternatively; Other information pertaining to competence / design/ assessments etc. that could be included in PCI or useful for client reassurances and planning.</p> <p>★ Bigtopmania strives to work to National / European standards in all operations, legal and guidance.</p> <p>For Marquee work, much notice is taken specifically of;</p> <p>The Institute of Structural Engineers; Temporary Demountable Structures.</p> <p>HSE TDS Guidance.</p> <p>MUTA Guide to Safe Working Practices.</p> <p>Our tents are designed and built to;</p> <p>BS EN 13782:2015 Temporary structure. Tents. Safety,</p> <p>As such, they are intrinsically fire proof and fit for purpose.</p> <p>****</p> <p>★ Each tent range has its own information page on our Blog</p> <p>Eg Tent range No 4</p> <p>A full list of our tents and basic pricing is here. (Marquee price list).</p> <p>A list of some of our extra equipment is here (Marquee extras).</p> <p>A list of some of our electrical and lighting equipment is here.</p> <p>We have lots and lots of unlisted equipment! Just ask. ***</p> <p>★ SIGN-OFF COMPLETION CERTIFICATE</p> <p>We use the I Auditor app to send you a very thorough pre and post installation safety checklist for your files. You can join Safety Culture and use the I auditor app free and download a Template of our most recent version here (we have spent many hours on this and are happy for you to adapt to your own use) If link doesn't work search the Safety Culture public library for marquees and you will find ours.. The best!</p>	<p><i>Make notes;</i></p> <p>****</p> <p>★ Our most pertinent extra planning information is found at;</p> <p>Bigtopmania Terms of Trade.</p> <p>Bigtopmania tent hire insurances.</p> <p>Bigtopmania Health and Safety Policy.</p> <p>Marquee installation risk assessment (Generic).</p> <p>Site Specific Risk assessment completed at event when needed.</p> <p>Temporary electrical installations risk assessment.</p> <p>Temporary Electrical Equipment Pat test and Register.</p> <p>Fire safety order (Risk assessment for own use).</p> <p>Fire safety certificates. (Fabrics) see various manufacturer test certificates on health and safety page as tents have different fabrics.</p> <p>Wind Statement.</p> <p>Traditional marquee method statement.</p> <p>Tent Plans / Drawings. (Some are here, others sent on demand)</p> <p>★ Staff training / competency.</p> <p>Staff has undergone; Muta StructureSafe course, Safety Passport Training and various courses and are offered continual CPD and toolbox talks.</p> <p>See various training certificates on health and safety web page.</p> <p>Courses undertaken on First Aid, Safety Management, Event Electrics, Pat Testing, Child Protection, etc.</p> <p>We have sufficient competency, training and resources to complete our responsibilities.</p>

General Initial Notes: (1 page)

Remember to discuss your plans and try and choose a level free draining site with good access!! (And a nice view!)

Health and Safety Documentation, Risk Benefit Assessments, Child protection Policies, DBS's (CRBs) and Insurance details for all activities as well as lots of event planning and safety information are also on website and can be sent by email where requested.

<http://bigtopmania.co.uk/Marquee-Hire-Health-And-Safety.html>. **CDM (2015) regulations** now apply to all marquee construction work.

Insurances; Where is yours?? Ours is found on <http://www.bigtopmania.co.uk/Marquee-Hire-Health-And-Safety.html>

Tent sample floor plans Attraction or Tent Pictures and are available on our website or can be sent by email and adapted to suit. <http://bigtopmania.co.uk/tent-plans.html>

Prices are based on nearby parking, good access and limited carrying. It's hard enough work!! There may be extra charges otherwise.

Power supplies (normally 63a, 32a, 16a or household 13a supply) to attraction and relevant event electrical system will need to be discussed.

Electrical equipment is well maintained and tested, ranging from source cables to distribution board and user equipment. For most temporary installations a design, a senior responsible person and safety testing is needed.

Fire Safety. Clients need to consider this very carefully and for public events a fire safety risk assessment has to be done. We do not normally provide fire-fighting equipment for public events. For our own shows and private events we do what we are supposed to do. We can supply a range of suitable equipment.

Wind Loading. Our tents are built to BS /Euro standards BS EN13782;2005 @ 80mph but Rated to 40-50mph in use. Tents should not be used as refuges in severe weather. You should have an emergency severe weather plan.

See http://bigtopmania.co.uk/pdf-downloads/Bigtopmania_documents/Bigtopmania_windspeed_statement.pdf

Ground Anchorage; We aim to make sure it's more than sufficient. See also advance site survey documents. TESTING IS RECOMMENDED.

http://bigtopmania.co.uk/pdf-downloads/Bigtopmania_documents/Advance_Site_Survey_Check_List.pdf.

At small extra cost we can Cat scan the staking area and can also measure anchorage safety pull-out tests. (recording the data for improved safety)

Look after your site.

We do our best to **leave no trace** and to clear site of all our equipment and leave it in excellent condition but there can be things to clear up after most parties and events!

Clients are expected to leave our equipment free of waste and we can't be responsible for all your party mess!

There can be things to discard and bins or a skip may be needed.

Site Access for Vans inc Luton (possibly with trailer) needed for most marquee or event attraction operations.

We will endeavour to stay on hard surfaces but where this is not possible we may require a tow!

We will adhere to any event traffic plans and safety management plans.

Look after our team! We work very hard for your event success! We train our team and want to work as safely as possible.

We will endeavour to supply sufficient staffing and kit to complete works without rush and in good time for you.

During install, event and collection our teams may need and be offered suitable accommodation or may stay onsite, which may require parking, camper van parking, tent camping and crew meals / meal vouchers as agreed in advance.

We often get left to ourselves to simply get on with it and get forgotten by the hospitality teams at events but...

Refreshments, riders and treats are always welcome and are of little cost to keep us happy and on peak form!

Toilets and Water supplies are essential H&S welfare requirements and Electricity can be pretty useful too!

Festivals / Sealed / Ticketed events; We will work in advance with your event plan and safety team and with the Principal Designer, especially in view of CDM regulations and enforcement. To adhere to

government health and safety requirements we require the possibility of access at all times for potential maintenance, particularly in times of inclement weather. Please do not quibble on this! Tent baby-sitting is a HSE recommendation.

This will mean applicable passes, before, during and after event and no awkward difficulties in access in order to carry out works or to live as agreed in advance. (nb. This does not mean we will always be onsite as many hires are handed over with a sign off form.)

Circus shop; for some events we bring a tiny stall of circus toys. Very informal and low key. Please advise if this is not possible.

Actual set up and collection days are sometimes tbc as we need to schedule in with other events but we will do our best to fit your or event requirements.

It is good to know **full site availability** dates and other linked suppliers schedules in order to arrange our install and collection.

Estimates and order forms are fluid documents as it takes time to get things right and things change!

Procrastination may loose availability of both equipment and the date!

Confirmations; Verbal, email, text, written confirmations are all legally binding.

Payments.

Normally a deposit of circa 20% to secure booking and full payment prior to event is required by vat invoice.

Advance Site Survey Document / Checklist (1 page)

<p>Client/Contact Name: Tel/mobile: Meeting time: Site Address: Town: County: Post code:</p> <p>Parking/ access?</p>	<p>Event Date: as above _____</p> <p>Set up Date: _____</p> <p>Take Down date: _____</p> <p>Event: (Circle one or more) Formal Casual Corporate Private Wedding Outdoor-Event Party Festival Circus Gala Other describe:</p>
<p>Anticipated use of tents and user profile.</p>	<p>Surface: (circle one or more) Grass Asphalt Gravel Concrete Wood Suitable for anchorage. Y /N</p>
<p>Where on event site will the tent be installed</p> <p>Will preferred location be marked in advance? Yes / no, will be shown on day How location marked? (e.g. painted X or stake/flag) Sketch of site done? Y/n Enough room for installation? Y/n.</p> <p>Enough time for other contractors y/n .</p>	<p>Job Profile: (circle one or more) Straight forward; Technically Difficult Over Trees; Attached to building; On Deck; Multiple levels; Sloped ground; Steep slope. Drainage: ok/not ok Obstacles: none. Weather considerations: exposed Winds; Other describe:</p>
<p><<<<<IMPORTANT>>>>> <<Obstructions>></p> <p><<Overhead>> (circle any that apply) Electrical; Telephone; Trees/Branches None Others: (describe)</p> <p><<Underground >> Known or potential. Electrical-Public Electrical-private Gas Telephone Fibre optic Septic tank/ Water drains Lawn sprinkler water supply ponds Tunnels/caves/sink holes/cellars</p> <p>Others: (describe) if muddy a tow may be needed.</p> <p>Cable Cat Scan recommended?</p> <p>Anticipated power supply?</p> <p>Welfare facilities available?</p>	<p>Access</p> <p>Drive on site [<input checked="" type="checkbox"/>] Carry every thing [] How far [] Stairs [] how many [] Narrow gate [] up/down hill []</p> <p>Parking?</p> <p>OTHER SITE SAFETY OR ACCESS DETAILS / POTENTIAL HAZARDS / CONSIDERATIONS.</p> <p>IT CAN BE GOOD TO HAVE A CLIENTS VISION SKETCHED..FINAL IDEAS OUTCOME FORM OUTSIDE MARQUEE AND INSIDE</p> <p>SKETCH PLAN AND LOCATION ??</p>

Basic notes to look after tents and equipment while on Hire. (1 page)

See also terms and conditions of hire and general notes on booking form.

Essentially please look after the tent and equipment as if it's your own as you are responsible for damages etc.
(Think of what its like when you hire a car.)

Insurance cover is recommended.

Tents / events may attract unsavoury types. Malicious damage, theft and vandalism!

Other hired in equipment like generators may be considered particularly vulnerable to theft.

As well as loose easily portable equipment, your boxes of wine or beers may disappear!

Keep gates secure. Consider having someone sleep nearby. Consider a security person.

Looking after the tents.

Do not remove walls, ropes, stakes and pegs without guidance or permissions as this may affect structural integrity.

Keep tent secure at night by closing door flaps but make sure they are open if people are inside.

Think of emergency exits and routes around furniture in case all your guests have to get out quickly.

Avoid tampering with electrics unless suitably knowledgeable.

Keep an eye on the weather. Storms aren't good! Tents are not refuges in severe weather.

Have a severe weather evacuation plan in place. I.e. have a Plan B for your guests and event.

Rain should not collect on top of tents. If it does: remove asap. And check guy ropes.

Snow should definitely not be allowed to collect. Overnight heating may be needed in winter.

Monitor stakes and guy ropes. Give them a tug and check they remain strong. Ropes can fail.

Do not let children or adults swing on guy ropes, climb poles or climb on top of tents.

High jinx and drunken partying people need a bit of monitoring to avoid dangerous acts.

Do not smoke, have open fires or cook in the tents, nor use pyrotechnics or fire effects without permission.

Do not use open flame direct heaters or ones that cause excessive carbon monoxide build up.

Be very aware that candles and lighting or electrics can cause fires. Have suitable extinguishers in place.

Consider what fabrics you use for styling. (We are only allowed to use fire retardant fabrics)

Glasses break. Have a first aid kit / brush dustpan/ hoover to hand. Clear rubbish regularly.

Do not use drawing pins / staples / sellotape / parcel wraps / gaffa tape etc on walls or poles as they all cause long lasting damages.

Please try to clean up your rubbish prior to collection. Recycle!

Tent and area Structural check list pre-public admittance.

(1 page)

Health and Safety Report Book, prepared with regard to relevant guidelines including from Government and Institute of Structural Engineers and Performance Textiles Association and in accordance with Bigtopmania Health and Safety Policy, Child Protection Policy and Risk Assessments and Method Statement.

Before public admittance to tent: Advised Check List to be carried out daily and as and when required. Non-exhaustive and for guidance only.

We cannot expect a client to be a structural engineer so please use common sense approach and keep an eye out for safety issues arising after we have signed off and left site as site conditions and structural integrity can change particularly during cold wet stormy weather.

<u>Venue/ tent/area</u>					
<u>Date</u>					
<u>Time</u>					
Check especially thoroughly after wind/ storm.					
FIRE Safety					
Escape routes clear					
Fire exit signs/ lights					
Fire extinguishers					
Fire blankets					
Fire exit doors closed up but available.					
Tent structure; Over all visual look. Roof tension looks ok. Side walls pegged down. Side walls laced up. Loose walls tied up. Any tears in fabric?					
Tent Anchorage. Check guy ropes and ratchets are tight, Check main guys are good. Check stakes are holding well.					
Tent roof cover NO snow on roof. (Keep tent warm with heaters) NO water Ponding on roof. (Push off with broom if it has)					

Bigtopmania; Wind Load Statement; Tents / Marquees / Temporary Demountable Structures;

(Updated March 14th 2017) (Copyright Bigtopmania)

★ Main References;

Institute of Structural Engineers	"Temporary Demountable Structures, Guidance on procurement, design and use." 3 rd ed 2007
Made Up Textiles Association. (MUTA)	"A Code of Practice for Marquee Hirers" 1998
Made Up Textiles Association. (MUTA)	"Marquee hire Do it right Make it Safe". 2000
	"MutaMarq, Accreditation for Safe Use and Operation of Marquees and Temporary Structures, a Best Practice Guide" 2016

★ Tent Manufacture Design Statement and Notes.

- Our tents and marquees are classified as "Small Marquees" "having a span of 12m /40ft or less"
- As such "an independent design check is not needed." TDS p29 sect 5.1.4
- An independent erection check is needed. (I.e. Sign Off /completion sheet) TDS p30 sect 5.1.5, 5.2.6
- Dynamic Site-specific site surveys and an anchorage survey is good practice.
- Dynamic Risk benefit assessments are essential good practice
- All tents manufactured to EU and BS13782:2015 at 36m/sec 82mph wind rating by MUTA member companies.
- Built with fire retardant and other suitable materials.
- Tents should be erected with full complement of walling or no walling. Partial walling according to weather.

"Tents designed empirically and used successfully for generations of marquee contractors; i.e. traditional marquees with a span of 12m or less can be continued to be used without the necessity to produce stability calculations" p 97 TDS. 12.5

"Experience in the use over long term indicates that small marquees erected to comply with the Performance Textiles Association Code of Practice may be used in winds up to;

- Beaufort range 5 when single guyed (gust wind speed equivalent 18m/s)
- Beaufort range 7 when double guyed (gust wind speed equivalent 27 m/s)
- Small marquees may be used anywhere in the United Kingdom provided they are erected and operated in accordance with sections 12.3 and 12.4." of T.D.S. ie according to P.T.A codes. p 58 TDS. 8.3.2.2

★ "Active Safety Management"

- Allows the erection of marquees at sites where the maximum service gust wind speed exceed the rated value for the marquee provided that the active safety management procedures are properly defined and enforced." 8.3.2.3
- "Sheltered sites are preferred, bearing in mind south westerly to north westerly prevailing winds". 8.3.2.4
- "Crew should be adequately trained". 8.3.2.4
- "Weather forecasts should be available and constantly referred to." 8.3.2.4
- "If the maximum service gust speed for the site requires the marquee to be double guyed, the marquee may be single guyed until strong winds are forecast, providing provisions for double guying are provided." p58, TDS. 8.2.3.4
- "Active Safety management procedures should be initiated as soon as wind speeds approaching 90% of the maximum service gust speed are forecast.... single guying increased to double guying..

i.e.:

If the marquee cannot be strengthened sufficiently to withstand the forecast wind speeds before they arrive then:

The marquee and its immediate area should be cleared of the public.

The marquee should be partially dismantled by lowering to the ground." p58 TDS 8.3.2.4

★ In practice this means that "In Adverse Weather Conditions":

- It is recommended that all open fronted tentage is enclosed or walled off when not in use or when extreme weather is forecast.
- It is recommended that the open frontage does not face into the prevailing wind
- It is the client's responsibility to take appropriate action."

★ Gusting and High Winds/ Exposed Sites.

- Most modern tents have a wind/load capacity rating for 60mph. if the wind is forecast to within 90% of this figure then it will be necessary to evacuate and close down the tent.
- Where no formal calculations exist, both pole tents and frame tents should be closed down when wind gusting of 40mph is expected, (if strengthening measures have taken place then it may be possible to increase this figure to 50 mph).
- When the tent is situated on an exposed site it is recommended that, particularly in winter months, that expert tent maintenance teams should be available/in touch at all times.
- All wind speeds are indicative and the contractor should be consulted for further information.""
MUTA. P5: "marquee hire doing it right".

Bigtopmania WIND MANAGEMENT PLAN

- All Actions will depend on whether our staff are on site, available for call out or off site advice.
- It is preferable to take preventative action than reactive action.
- Contractual and payment liabilities remain in all cases.

★ **Pre-erection or during build or dismantling / break periods:**

ACTION PLAN:

Action;

- High winds during these times may delay or prevent safe work.
- We will do our best ensure safe erection or dismantling in time frame for events.
- Contractual and payment liabilities remain for all parties.

★ **When severe weather is forecast for event period, before or during erection / build period:**

ACTION PLAN:

Action:

- Client and supplier should consider refusing to build structures.
- Consider moving structures to more sheltered locations.
- Consider event postponement or cancellation.
- Contractual and payment liabilities remain for all parties

★ **Current weather or forecast weather once structures are erected or in use:**

ACTION PLAN:

At wind speeds of 0-20mph, force 0-4, calm to gentle breeze.

(From smoke rising vertically to light drifts, wind felt on face, leaves rustle, leaves in motions light flags extending to dust and pieces of paper rising and small branches moving)

Action: There should be nothing to worry about.

At wind speed of 20mph (force 5) fresh breeze and above;

(i.e. small trees in leaf begin to sway, crested wavelets on inland waters)

Action:

- There should still be nothing to worry about but consider checking flags, advertising scrim, and any attachments, wall flaps.
- Add extra weights and ties downs to pop up gazebos and picnic tents.

At wind speed or gust speed of 25-38mph, force 6-7, strong breeze;

(i.e. large branches in motion, whistling in telegraph wire, to whole trees in motion)

Action:

- Contact our staff. On or off site.
- Preventative action should be taken and closing of doors/ wall flaps, securing of walls should be considered.
- If higher winds are forecast and it is safe to do so consideration of dismantling empty structures should be made.
- Consider strengthening tents with suitable extra anchorage.
- Consider taking down pop-up gazebos before winds rise to Force 7

At wind speed or gust speed of 40mph, higher force 7, high wind approaching force 8, Gale and higher. (ie from Whole trees in motion, difficulty walking into wind to twigs breaking off trees.);

Action

- Contact our staff.
- CLOSE TENTS. Evacuate staff and public. (Unless previously strengthened)
- If structures previously strengthened using further anchorage and reckoned to be safe after structural and anchorage checks made, **perhaps raise the closure speed to 50mph, top gale force 8 / low gale force 9**, (Chimney pots and slates blown off some houses.)
- Take down gazebos. / smaller vulnerable structures and tents.

At Wind speeds or gust speeds of 50 mph and above, force 9-10-11, strong gale, whole gale and storm.

Action:

- Though our marquees are manufactured to 82 mph they should be considered dangerous and liable to collapse the higher the wind and the weaker the anchorage becomes. This is due to site conditions being different to factory design specs.
- Beware of collapse, over turn, flying debris. Breakage, incomplete structures.

★ **In essence:**

- **Tents and marquees should not be used as refuges in severe weather.**
- **It is advisable to have a severe weather plan.**

This can include closure of structures, dismantling of structures, evacuation of public or staff to safe places.

The same as above but in table form.

BIGTOPMANIA	WIND Management	Active Safety Plan	Summary/Table form
<i>ONSITE-work</i>	<i>Build / Break period</i>		
Wind Speed-Beaufort	Mph/ KpH / m.s/	Land observations	ACTION
5+ fresh breeze	>20mph/ 30Kph/ 8 m.s	Branches of a moderate size move. Small trees in leaf begin to sway.	Take care. Consider delaying.
<i>ONSITE-work</i>	<i>Heavy Winds Forecast for Build or Event period</i>		
Wind Speed-Beaufort	Mph/ KpH / m.s/	Land observations	ACTION
6+ strong breeze up to 12 Hurricane force	Greater than >25mph / 40 kph / 11m.s rising to >70pmh /118 kph / 32m.s and above.	Diverse. From large branches in motion To severe widespread damage.	<ul style="list-style-type: none"> • Client and supplier should consider refusing to build structures. • Consider moving structures to more sheltered locations. • Strengthen (or dismantle) existing structures with increased anchorage and secure walls and doors etc. • Consider event postponement or cancellation. • Contractual and payment liabilities remain for all parties
<i>EVENT</i>	<i>Current or forecast weather once structures erected or in use.</i>		
Wind Speed-Beaufort	Mph/ KpH / m.s/	Land observations	ACTION
0-4 calm to gentle breeze.	0-20mph / 0-30 kph /0 to 8 m.s-	Calm to dust / loose paper raised, small branches begin to move,	No action generally required.
5 fresh breeze	Greater than > 20mph/ 30 pkh/ 8m.s	Small trees begin to sway	<ul style="list-style-type: none"> • There should still be nothing to worry about but consider checking flags, advertising scrim, and any attachments, wall flaps. • Add extra weights and ties downs to pop up gazebos and picnic tents.

6-7 strong breeze	Greater than >25mph / 40kph/11m.s	Large branches in motion to whole trees in motion	<ul style="list-style-type: none"> • Contact our staff. On or off site. • Preventative action should be taken and closing of doors/ wall flaps, securing of walls should be considered. • If higher winds are forecast and it is safe to do so consideration of dismantling empty structures should be made. • Consider strengthening tents with suitable extra anchorage. • Consider taking down pop-up gazebos before winds rise to Force 7
7 -8, high wind rising to Gale	Greater than >32mph / 50kph /14 m.s	Whole trees in motion To Progress on foot is seriously impeded	<ul style="list-style-type: none"> • Contact our staff. • CLOSE TENTS. Evacuate staff and public. (Unless previously strengthened) • If structures previously strengthened using further anchorage and reckoned to be safe after structural and anchorage checks made, perhaps raise the closure speed to 50mph, top gale force 8 / low gale force 9, (Chimney pots and slates blown off some houses.) • Take down gazebos. / smaller vulnerable structures and tents.
9 and above high winds to hurricane	Greater than >47 mph /75 kph / 21 m.s	Branches break off trees to Severe widespread damage.	<ul style="list-style-type: none"> • Though our marquees are manufactured to 82 mph they should be considered dangerous and liable to collapse the higher the wind and the weaker the anchorage becomes. This is due to site conditions being different to factory design specs. • Beware of collapse, over turn, flying debris. Breakage, incomplete structures.

★ Other Weather hazards:

Bear in mind hazards associated with weather are not just related to wind.

Consider and risk assess the effects of:

Lightening, (Events should have a lightening safety plan)
 Hail. (It can collect on structures too)
 Hard rain or continuous rain. And the effects of wet clothing on people.
 Cold or heat.
 Pressure drops.
 Mud and mud-slides. Increased Slip and trip.
 Flooding. (And Riverbanks bursting,)
 Snow (it can collect on structures)
 Tornado. We have plenty in the UK.
 Sewage and bio-hazards.
 Vehicular movements or stoppages.
 Power outages.
 Human reaction, seeking shelter, bodily functions and reactions etc.

Remember the weather can also severely affect ground anchorage qualities meaning structures can be severely weakened.

★ HOW SAFE DO YOU WANT TO BE?

At small cost for recommended safety measures BIGTOPMANIA can:

- Take localised wind speed, gust and temperature readings when on site using hand held devices at ground level or height.
- Arrange periodic recording of wind data.
- Install weather station / vane wind speed measuring devices at altitude / top of structures / tripod mount with blue tooth links to onsite phone or email. And record data.
- Arrange a system of on or off site monitoring via data stream and wireless data loggers.
- Arrange complete event coverage via a specialist company.
- Undertake structural anchorage pull tests and record data.
- Add to anchorage when onsite, called out, in advance or especially on risky sites.

To monitor general current wind speeds on-line we recommend services such as www.weatherfile.com

Nb; THIS IS ONLY A GUIDE FOR REFERENCE AND RESPONSIBILITY REMAINS WITH CLIENT/ OPERATOR

Bigtopmania undertakes to maintain safe marquee /structural operations in accordance with national guidelines.

Lots of assimilated event safety information, as well as our own documentation, can be found at:

<http://www.bigtopmania.co.uk/Marquee-Hire-Health-And-Safety.html>

Further information regarding severe weather plans for events:

See items such as the Purple Guide (UK) and HSE and industry guidance for temporary structures.

Also:

<https://www.fema.gov/blog/2013-03-07/linkin-park-has-emergency-plan-severe-weather-strikes>
 (related. https://noisey.vice.com/en_us/article/breaking-the-habit-of-bad-disaster-planning-with-linkin-parks-production-manager)

Event Safety Alliance.(USA bias) who now present a magazine: <http://eventsafetyinsights.com>

<https://www.joomag.com/magazine/mag/0999103001473528557?feature=archive> has a good article including a weather matrix for production (live events) and also a feature on lightening plans.

3 x 3m Easy Up /Pop-up Gazebos.

Manufacturer's wind management plan.

Our ones are red and white in colour and manufactured by Nicholl Industries and are called Instaframe 50's.





We tend to use a system of guy ropes and staking to secure rather than weights.

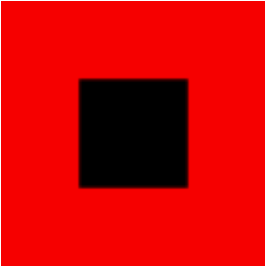
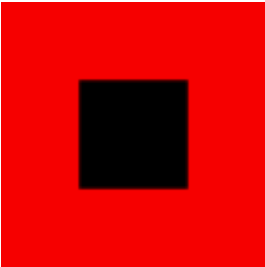
<https://www.nicoll-industries.co.uk/images/Instaframe.pdf>

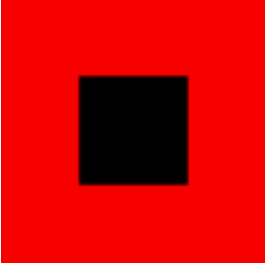
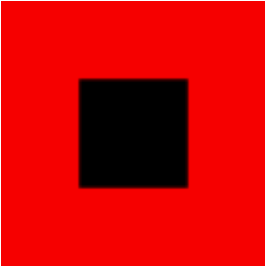
Beaufort Scale	Wind Speed	Weights and Tie Downs
0	Less than 1 Km/Hr	No staying needed
1	1 – 5 Km/Hr	1 x 13Kg weight on each leg
2	6 – 11 Km/Hr	1 x 13Kg weight on each leg
3	12 – 19 Km/Hr	2 x 13Kg weights on each leg
4	20 – 28 Km/Hr	2 x 13Kg weights on each leg
5	29 – 38 Km/Hr	2 x 13Kg weights on each leg and Extra Tie Downs
6	39 – 49 Km/Hr	2 x 13Kg weights on each leg and Extra Tie Downs
7	50 – 61 Km/Hr	Take Gazebo Down
8	62 – 74 Km/Hr	Take Gazebo Down
9	75 – 88 Km/Hr	Take Gazebo Down
10	89 – 102 Km/Hr	Take Gazebo Down

Modern scale source https://en.wikipedia.org/wiki/Beaufort_scale

Beaufort number	Description	Wind speed	Wave height	Sea conditions	Land conditions	Associated warning flag
0	Calm	< 1 km/h	0 m	Sea like a mirror	Calm. Smoke rises vertically.	
		< 1 mph				
		< 1 knot	0 ft			
		< 0.3 m/s				
1	Light air	1–5 km/h	0–0.2 m	Ripples with the appearance of scales are formed, but without foam crests	Smoke drift indicates wind direction. Leaves and wind vanes are stationary.	
		1–3 mph				
		1–3 knots	0–1 ft			
		0.3–1.5 m/s				
2	Light breeze	6–11 km/h	0.2–0.5 m	Small wavelets, still short but more pronounced; crests have a glassy appearance and do not break	Wind felt on exposed skin. Leaves rustle. Wind vanes begin to move.	
		4–7 mph				
		4–6 knots	1–2 ft			
		1.6–3.3 m/s				
3	Gentle breeze	12–19 km/h	0.5–1 m	Large wavelets. Crests begin to break; scattered whitecaps	Leaves and small twigs constantly moving, light flags extended.	
		8–12 mph				
		7–10 knots	2–3.5 ft			
		3.4–5.5 m/s				
4	Moderate breeze	20–28 km/h	1–2 m	Small waves with breaking crests. Fairly frequent whitecaps.	Dust and loose paper raised. Small branches begin to move.	
		13–18 mph				
		11–16 knots	3.5–6 ft			
		5.5–7.9 m/s				
5	Fresh breeze	29–38 km/h	2–3 m	Moderate waves of some length. Many whitecaps. Small amounts of spray.	Branches of a moderate size move. Small trees in leaf begin to sway.	
		19–24 mph				
		17–21 knots	6–9 ft			
		8–10.7 m/s				

6	Strong breeze	39–49 km/h	3–4 m	Long waves begin to form. White foam crests are very frequent. Some airborne spray is present.	Large branches in motion. Whistling heard in overhead wires. Umbrella use becomes difficult. Empty plastic bins tip over.	
		25–31 mph				
		22–27 knots	9–13 ft			
		10.8–13.8 m/s				
7	High wind, moderate gale, near gale	50–61 km/h	4–5.5 m	Sea heaps up. Some foam from breaking waves is blown into streaks along wind direction. Moderate amounts of airborne spray.	Whole trees in motion. Effort needed to walk against the wind.	
		32–38 mph				
		28–33 knots	13–19 ft			
		13.9–17.1 m/s				
8	Gale, fresh gale	62–74 km/h	5.5–7.5 m	Moderately high waves with breaking crests forming spindrift. Well-marked streaks of foam are blown along wind direction. Considerable airborne spray.	Some twigs broken from trees. Cars veer on road. Progress on foot is seriously impeded.	
		39–46 mph				
		34–40 knots	18–25 ft			
		17.2–20.7 m/s				
9	Strong/severe gale	75–88 km/h	7–10 m	High waves whose crests sometimes roll over. Dense foam is blown along wind direction. Large amounts of airborne spray may begin to reduce visibility.	Some branches break off trees, and some small trees blow over. Construction/temporary signs and barricades blow over.	
		47–54 mph				
		41–47 knots	23–32 ft			
		20.8–24.4 m/s				

10	Storm, ^[7] whole gale	89–102 km/h	9–12.5 m	Very high waves with overhanging crests. Large patches of foam from wave crests give the sea a white appearance. Considerable tumbling of waves with heavy impact. Large amounts of airborne spray reduce visibility.	Trees are broken off or uprooted, structural damage likely.	
		55–63 mph				
		48–55 knots	29–41 ft			
		24.5–28.4 m/s				
11	Violent storm	103–117 km/h	11.5–16 m	Exceptionally high waves. Very large patches of foam, driven before the wind, cover much of the sea surface. Very large amounts of airborne spray severely reduce visibility.	Widespread vegetation and structural damage likely.	
		64–72 mph				
		56–63 knots	37–52 ft			
		28.5–32.6 m/s				

12	Hurricane force ^[7]	≥ 118 km/h	≥ 14 m	Huge waves. Sea is completely white with foam and spray. Air is filled with driving spray, greatly reducing visibility.	Severe widespread damage to vegetation and structures. Debris and unsecured objects are hurled about.	
		≥ 73 mph				
		≥ 64 knots	≥ 46 ft			
		≥ 32.7 m/s				
						

Bigtopmania: updated March 2017 (3 pages)

Guidelines for Developing an Emergency Evacuation Plan for a Tented Event;

(Advice based on American Rental Association guide 2016, UK Insurance, HSE and Industry guidance)

Please then see accompanying checklist for your use.

The rented tent will be erected to exacting standards to provide temporary accommodations for your event.

Tents can provide protection from moderate weather, but are not designed for use as a shelter in severe weather because such conditions could exceed their ability to protect occupants. In addition, tents may need to be evacuated for other types of emergency situations.

It is your responsibility to ensure your guests' safety. The rental company recommends that you develop an emergency evacuation plan so you are prepared to act decisively in the event of an emergency during your event.

Following are suggested guidelines for developing an emergency evacuation plan.

★ Prior to the Event

Appointed Designated Person(s)

Designate someone who will be in charge of the emergency evacuation plan and on site for the entire event.

The designated person(s) will assist in developing the plan and be responsible during the event for monitoring the weather, determining whether a situation calls for evacuation, and if so, acting decisively and authoritatively to instruct guests to evacuate. The designated person(s) can be an individual or a small group.

For example:

- For a wedding: A family member, member of the wedding party, etc.
- For a corporate event: An event planner, company representative, etc.
- For a public event: A show manager, representative of the venue, the fire chief, etc.

These Guidelines for Developing an Emergency Evacuation Plan for a Tented Event are intended to provide general guidance to assist you with emergency evacuation planning when using tents and related rental equipment.

Bigtopmania does not purport to include in these Guidelines all possible scenarios which may require evacuation or all possible safety measures and procedures that could be used in each evacuation scenario. You should use your own independent judgment and discretion in successfully implementing these Guidelines to best fit the unique needs of your event and your particular use of the tent and other rental equipment.

Bigtopmania expressly disclaims any warranties or guarantees, express or implied, and shall not be liable for damages of any kind in connection with the material, information, or procedures set forth in these Guidelines or for reliance on the contents of these Guidelines. In issuing these Guidelines, Bigtopmania is not rendering legal or other professional services. These Guidelines are not substitutes for applicable laws, standards and regulations and do not alter or limit your obligation to fully comply with federal, state and local law and prudent safety measures relating to the use of tents and other rental equipment. These Guidelines are not intended to create new legal liabilities or expand existing rights or obligations.

Emergency Conditions

Work with the appointed person(s) to determine the emergency conditions that will trigger an evacuation of the tent structure. Following are some examples of situations in which it is unsafe to remain in a tent:

Damaging winds	The tent could collapse and injure occupants; the tent cannot protect occupants from flying debris.
Fire or explosion	The tent cannot protect occupants from excessive heat, flames or flying debris.
Lightning	Lightning poses a risk of electrocution, electric shock or fire.
Hail or sleet	Excessive weight could cause the tent to collapse and injure occupants.
Excessive rainfall	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Flash flooding	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants. Rivers and canals can burst banks at short notice.
Snow accumulation	Excessive weight could cause the tent to collapse and injure occupants.
Gas leak	Atmospheric conditions may not be suitable for occupants.
Earth movement (e.g., tremor, landslide)	Ground conditions may not be suitable for occupants and may compromise the tent's securement.
Terrorism / crowd / vehicles	it may not be safe to remain in the vicinity or guests may get out of hand.

Evacuation Location

Work with your appointed person(s) to predetermine where guests will go and how they will get there if the tent must be evacuated:

- Identify a nearby permanent building large enough to accommodate your guests, make sure it will be open and accessible during your event, and make a note of its address in case you have to call for emergency assistance. If there is no building nearby, consider using vehicles, an open area away from the tent or locations recommended by the National Weather Service or Emergency Alert System. Of utmost importance is that the tent should never be used as a shelter in an emergency situation.
- Determine how guests will get to the evacuation location (e.g., the route to take, travel by foot or car, etc.). Consider preparing a sketch of the event site.

Communication

Plan how you will communicate with your guests in an emergency.

Depending upon the size of the event, consider backup methods of communication for situations in which there is no electrical power, cellphone signals are interrupted, etc.

★ Prior to and During the Event

Weather Monitoring

If not way before the event through advance weather forecasting, beginning at least two hours before the start of the event, the appointed person(s) should begin monitoring a source of weather information such as the National Weather Service.

If any of the weather emergency conditions listed previously are predicted, you may need to postpone or cancel the event.

Tent Structure

After the tent has been installed, monitor the tent structure for various changes. These would include stakes or augers pulling out of the ground; tent weights moving; loose poles, ropes or straps, etc.

If you notice any of these occurring, contact the rental company immediately.

★ During the Event

Announcement

Based on weather forecasts and other circumstances, you may wish to make an announcement to participants regarding the identification of the point person(s), location of exits and the emergency evacuation location.

Evacuation

Continue to monitor the weather and be alert for other emergency situations during the event. Implement your evacuation plan for any of the following conditions:

- A severe weather alert is posted by the National Weather Service.
- Dark clouds are approaching.
- Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- Hail or sleet falls.
- Twigs break from trees or large trees sway.
- Any of the tent anchoring devices fail or the tent begins to move (e.g., tent poles wobble, ropes snap, tent top rips or tears, etc.).
- Rain falls so hard it runs off tent walls in sheets.
- Water is running through the tent or surrounding area.
- Snow or ice is accumulating.
- An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- There is ground movement of any kind.
- Other conditions exist as previously determined in developing your emergency plan.

Call for Help

After instructing guests to evacuate, you may need to call for police, fire or medical help as the situation warrants.

★ After an Evacuation

Even if the tent appears intact, it may not be safe to return. If stakes or augers have pulled out of the ground, tent weights have moved, or there are loose poles, ropes or straps, contact the rental company so that the tent may be re-secured before resuming the event.

★ Create your checklist!

Bigtopmania: updated March 2017. (2 pages)

Checklist for Developing an Emergency Plan for a Tented Event.

(Based on the American Rental Association checklist 2016)

This checklist can help in developing your severe weather emergency evacuation plan.

Please read accompanying guidance and raison d'etre: "Bigtopmania Guide to developing an emergency evacuation plan." Advice based on Insurance, HSE, and Industry Guidance.

Prior to the Event

Designated Person(s)

Name _____ Mobile Number _____

Name _____ Mobile Number _____

Emergency Conditions

to be aware of (check what may apply to your region/seasonality):

Lightning

Hail or sleet

Damaging winds

Heavy rainfalls

Flash flooding

Snow accumulation

Fire or explosion

Gas leak

Terrorism alert

Crowd, eg alcohol induced or riot.

vehicle emergency or misuse.

other _____

Emergency Evacuation Location

(In severe weather, solid safety structures are preferable. Marquees and tents, like sheltering under trees during lightning storms, are not considered appropriate severe weather shelters)

Name _____

Phone No. _____

Location/address _____

Route to evacuation location _____

Confirmed the shelter will be open and available: Yes No

Backup Method of Communication

PA Mobiles Walkie-talkie Loud hailer. Other _____

During the Event

An initial announcement of location of emergency evacuation location will be made. Yes No
If yes, by whom: _____

Weather Monitoring

Weather forecasts Radio TV

Onsite Weather Station

Wind speed monitor

Mobile App

Evacuation Cues

During the event consider implementing your evacuation plan for any of the following conditions:

A severe weather alert is posted by the National Weather Service.

Dark clouds, severe weather front, approaching.

Lightning strikes within one mile (less than a five-second count between lightning and thunder).

Heavy Hail or sleet falls.

Twigs break from trees or large trees sway.

Any of the tent anchoring devices fail or the tent or any temporary structures begin to move (e.g. tent poles wobble, ropes snap, tent top rips or tears, etc.).(be wary of small gazebos flying!)

Rain falls so hard it runs off tent walls in sheets.

Water is running through the tent or surrounding area.

Snow or ice is accumulating.

An explosion, excessive heat, smoke or fire is in the vicinity of the event.

There is ground movement of any kind.

Crowd trouble

Other conditions exist as previously determined in developing your emergency plan.

Emergency Phone Numbers

Pre-program these numbers into your mobile:

Local police. _____

Council _____

Fire Dept _____

Event/wedding planner _____

Catering _____

Venue. _____

Mobile Toilet supplier _____

Generator Supplier _____

Other key suppliers _____

Rental customer _____

Bigtopmania main mobile 07768498090

Bigtopmania emergency call out person's mobile. _____

Do you know where your first aid kit is? Local doctors/ pharmacy / hospital / A&E?

Bigtopmania simplified TENT and EQUIPMENT USE AND HIRE CONDITIONS, TERMS OF TRADE & DEFINITIONS (2 pages) (fuller Muta Recommended TNCs are in progress)

Merger Clause;

I the Client / Rentee hereby sign to show that I have read all the terms and conditions of the contract and agree with them.

Signed....

Printed....

Dated....

Responsibilities:

Are dependant on final use (e.g.; hire of tent and equipment as opposed to booking a "show" presentation) and subject to contractual agreement.

The Contractor:

"Bigtopmania" is responsible for the safe installation design, erection and dismantling of the temporary structure(s) and associated facilities and for the safe practice of all contracted activities.

We will do everything in our power to fulfil our contractual and safety responsibilities.

The Client:

Meaning the hirer (their agent or event organiser) is responsible for the safety of all users and members of the public and for upholding any CDM requirements.

Bigtopmania will supply:

All necessary staff and equipment as agreed and documentary evidence will be provided upon request including; fire and structural certification, tent plans and programme, method statement for safe working practices, details of insurance, risk assessment and any more information as needed by event organisers/ safety officers/ local authority/ licensing/ police etc.

Engagement Period:

Meaning; the period of engagement or hire commences upon arrival on site of staff with all or part of the equipment provided, ending when all equipment has been removed from the site. (Site: Meaning the location of work.)

Equipment:

Meaning; all necessary items, equipment and belongings of BigTopMania and associates supplied under contract for compliance of works. We reserve the right to make equipment substitutions if absolutely necessary.

Ownership:

All equipment on hire remains the property of Bigtopmania and failure to return the rented goods may constitute conversion, larceny or other form of theft designated in the local laws. Losses and damages will be charged for.

Site Access:

Bigtopmania or its representatives will have unobstructed access to the site at all times. This is an important H&S, HSE safety guidance issue.

In sealed-site circumstances the Client will take steps to ensure this is possible.

At ticketed events this may mean a supply of tickets /passes/ vehicle parking/ onsite parking for our crew and vehicles.

Vehicles can easily get stuck off road, thus good towing vehicles or tractors may be occasionally needed.

Damage to site:

The client is responsible for ensuring adequate access to the site and for informing BigTopMania of any underground services. Bigtopmania will not be held responsible for damage caused during hire or use. (E.g. re-seeding)

Weather Related Risks:

Because the Tent is a temporary structure, it may collapse during a severe rainstorm, snowstorm or windstorm. Accordingly, in the event hazardous weather occurs or is credibly forecast, You agree to (a) cause all occupants to evacuate; (b) take such actions as We may reasonably request to protect; and (c) permit Our representatives to dismantle and store or retrieve, the Tent and/or any other Rented Items. you hereby assume, and agree to protect, indemnify, defend and hold harmless the rental company (us) from and against any and all liabilities, claims, damages, losses, costs and expenses (including without limitation, attorneys' fees) arising from or associated with the aforementioned risks.

Indemnity, Liability and Insurance:

The Client/event organiser is responsible for full event Public Liability Insurance and is to indemnify BigTopMania against all claims for damage or loss to property, persons and third parties for duration of event. (With the exception of death or injury caused by the negligence of BigTopMania)

The Client is recommended to insure for all risks all equipment supplied under contract for the duration of the hire.

"Hold harmless" provision — the renter/client is responsible for damage or injury arising from use of the rented equipment.

We insure equipment but clients are asked to inspect and look after items as if they are their own.

Insurance claims may incur excess payments.

Damages /or missing items may be charged for.

Excess cleaning charges may apply.

**Bigtopmania TENT and EQUIPMENT USE AND HIRE CONDITIONS, _____ TERMS OF TRADE & DEFINITIONS
CONTINUED**

Payments;

Verbal contracts & agreements will normally be followed up by written contracts for signing and return:

Engagements are deemed to be complete given any verbal, email, text, or written confirmation and we ideally ask for contracts to be signed and normally for a maximum 20% deposit if more than one calendar month prior to engagement.

(Deposits are retained in our bank account and generally non-refundable unless exceptional circumstances/ SEE CANCELLATION BELOW.).

The remaining balance is to be paid as per contract and agreement, prior to the hire, upon completion of erection and commencement of event, by cash or bankers draft only.

Cheques are only acceptable for final payment if paid and received 14 days prior to event.

For bookings within one calendar month of engagement payment in full should accompany the returned signed booking form.

We reserve the right to charge interest at 4% above base rates for overdue invoices.

Cancellation:

In the unlikely event of cancellation, Bigtopmania reserves the right to charge the full fee if cancelled within one calendar month of event. Proportional fees may be charged for earlier cancellations and cancellations can only be accepted in writing.

NB; Email, text and verbal contracts apply in all circumstances.

Force Majeure:

Bigtopmania accepts no liability or responsibility for non-fulfilment due to war, civil commotion, riot, adverse weather conditions, force majeure, fire, breakage, local authority or government controls, labour difficulties, scarcity of materials or any other conditions beyond our control. We will strive to best effort to fulfil our contracts.

Bigtopmania accepts no financial responsibility, nor is liable for compensatory claims, for loss of client earnings or client costs if, for example, a theatre performance or event due to be staged in a tent cannot go ahead, especially for circumstances beyond our control.

Further client responsibilities:

(nb we can send plenty of guidance e.g. our "Monitoring during Event" & "Daily Check List" "Structural check list")

Note too the **CDM (2015) Construction** Phase Plans, Appendixes, Advance Site Survey Document and pages in Method Statements on On-Site monitoring/ pre-public access /daily checks during event.

All activities should be risk assessed and abide by current H&S regulations etc.

Please keep out of the structure and working area during build or de rig. We have to ensure a safe working area.

Under no circumstances should the client tamper with (or allow any other person), or make any modifications to the structure, without consultation with Bigtopmania or representative.

(These things may be possible but please ask first. We will offer guidance as to what may be possible.)

This refers in particular to: Exits and Entrances; Guy Lines; Wall bracing (Side lines); Removal of anchorage (stakes); Removal of wall panels; Additional loads on King Poles or Ridge Bar; Introduction of flammable materials; Use of naked flames; Use of non-recommended heaters or further electrical or gas powered items like patio heaters.

Only suitably competent or knowledgeable person should make adjustment to Installed Electrical Systems.

Tents should not be climbed upon or used as graffiti boards.

The Tent should be ideally closed off and secured when not in use. (Particularly in adverse weather conditions)

PLEASE DO NOT USE; Sellotape / Duck Tape / Gaffa Tape and **especially NEVER** Parcel Wrap / Packing tape to stick items onto walls or poles please.

It's all a total nightmare to get off and can ruin the materials permanently. Staples and drawing pins aren't a good idea either!
ONLY use low tack adhesive fixings to ensure no damages.

There may be items for disposal at the end of hire, eg soiled groundsheets & carpets. Bins or skips may be required.

The tent master is fully available to discuss any requirements or modifications that the client has.

The matter will be discussed and advice offered based upon good practice and compliance with regulations and guidelines.

NB>>>**Parking** as close to site will be required-and it's very nice and important to have access to **toilets, water, refreshments** etc.

The Tent Master is:

- *The designated safety officer during Bigtopmania operations.*
- *Fully responsible for monitoring safe erection and health & safety of all operations.*
- *Reserves the right to amend operations and equipment in consideration of the above factors.*