



The Management of Health and Safety at Work Regulations 1993; requires that all employers and self employed workers to assess the risks in their daily course of work.

Our Structures;

- Tent Range No 1; Red and yellow PVC up to 11x 17m + foyers, and 15 x 21m in Red PVC
- Tent Range No 1; Red, 15 x 21m or 15m round with Red or cream walls pvc.
- Tent Range No 2; Red and yellow PVC cover marquee. Up to 12 x 34m
- Tent Range No 3; Red and yellow PVC cover marquee 6 x12m
- Tent Range No 4; Red and white PVC cover marquee up to 12 x 34.5m
- Tent Range No 5; Red and White PVC from 2.5m round to 9x20m oval
- Tent Range No 6; white canvas, SOLD, no longer kept.
- Tent Range no 7; White PVC up to 12 x 17.5m SOLD; No longer kept.
- Tent Range No 8; White canvas from 9x9m to 9 x 21m
- Mini Marquees; Easy-ups 3x3m in red and white fabrics, 3x3m and 4x6m in white canvas
- Pagoda styles. 4x4m and 5x5m white PVC

All tents are made to EN BS 13782; 2005 using IFR fabrics and are marked to this effect.
 The internal structures are of steel, aluminium and wood.
 Ancillary equipment such as porches, linking sections, stakes, poles, ropes, ratchets, chain hoists and shackles.

Safety implementation.

Safe erection and use is accomplished by following the both National Guidelines and Regulations (e.g.; from HSE, Institute of Structural Engineers and MUTA) and by following the structure's own Method Statement and Erection Procedures manuals. These are carried with us on operations and available on website along with safety and event guidance at <http://bigtopmania.co.uk/Marquee-Hire-Health-And-Safety.html>.

The Tent Master and staff will also use the benefit of their experience to suit particular circumstances.

Staff are experienced and given copies of all tent manuals and health and safety law information to read. They have protective PPE and are instructed to use it.
 A minimum of two staff is necessary for safe practice and safe erection and dismantling.
 The Tent Master and designated Safety Officer should supervise all procedures.
 An I-Auditor, Muta approved checklist is prepared after all operations are completed.

Hazards foreseeable	At risk	Priority	Measures implemented to avoid risk
Injury to public	Public	High	Exclude from working area until installation completed, signed off and declared fit for use.
Manual handling when unloading/loading/erecting/dismantling	Staff	High	Follow safe procedures according to experience and Manual Handling Regulations.
Structural instability during erection and dismantling	Staff	High	Follow method statement and safe erection and dismantling procedures.
Unintentional collapse of structure during use period	Staff and public	High	Structure to be inspected and signed off prior to use according to checklist, method statement and experience. Precautions to be taken during high winds. Ground anchorage to be site sufficient. Daily checks to take place.
Fire	Staff and public	Medium	Fire fighting equipment and procedures to be in place.

This is a general risk analysis for tent operations subject to changes in respect of site/weather etc.
 We operate a dynamic risk assessment when on site.

General Notes:

Main TnC's and H&S is on website Health and Safety page also with lots of marquee use advice.

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>.

Insurances; Where is yours?? Ours is <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 good access with limited carrying. It's hard enough work!! There may be extra charges otherwise.

Power supplies (normally 63a, 32a or 16a 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.

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

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 normally do quite a bit of this 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 small 7.5t lorry or large van (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 do our best to adhere to 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 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! 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.

Full TNC'S here

http://bigtopmania.co.uk/pdf-downloads/Bigtopmania_documents/Bigtopmania_TENT_USE_HIRE_CONDITIONS_2015.pdf

