# MANCHESTER INTERNATIONAL FESTIVAL
# Everything That Happened and Would Happen Event Plan

DATE: 20 August 2018

PREPARED BY:
Jack Thompson
Paul Moore

DISTRIBUTION:
All contractors working on the event
All cast and crew working on the event
Volunteer Team Leaders
Showsec
Mersey Medical Services
Manchester City Council Licensing Unit
Greater Manchester Police
Greater Manchester Fire and Rescue Authority
MIF Technical Team
Art Angel
U+I (Mayfield Landlord)

This method statement has been prepared by Manchester International Festival
With regard to Everything That Happened and Would Happen

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# OVERVIEW

**Purpose of this document**

This document, the Event Management Plan (EMP), is intended to detail the management plans and actions to be taken by the show organisers, as far as is reasonably practicable, to maintain the highest standards of health, safety and welfare for the audience who may be attending the event, all workers, and anyone else who may be affected by their actions.

This document is a statement of actions to be taken by those involved in the event in order to ensure that relevant legislation, standards and guidance are followed in relation to the safe operation of the event.

Manchester International Festival will make every effort to ensure that all the information contained in this document is true and correct at the time of publication and will ensure that the document is updated and circulated amongst the relevant organisations and authorities on a regular basis.

It is the responsibility of the Show Production Manager and Manchester International Festival team to ensure an ongoing assessment takes place throughout the build up, the event itself, and the breakdown of the event. Any significant increase in the severity of a hazard or the discovery of a new hazard must be reported to the Technical Director. In all cases significant changes will be recorded in the Event Log which is maintained as a record of activity throughout the operation of the site, including the build up and breakdown.

The production of this document does not infer any increase to the perceived risk for the event but rather as an additional element of preparedness should such an incident occur.

The following legislation and guidance has been taken into account during compilation of the EMP. It has been based around UK legislation, which is considered best practice.

- Health & Safety at Work etc. Act 1974 (IOM)
- The Health & Safety (First-Aid) Regulations 1981
- The Noise at Work Regulations 2005
- The Manual Handling Operations Regulations 1992
- The Construction (Head Protection) Regulations 1989
- The Personal Protective Equipment at Work Regulations 1992
- The Construction (Design and Management) Regulations April 2015
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (IOM)
- The Health & Safety (Safety Signs & Signals) Regulations 1996
- The Provision and use of Work Equipment Regulations 1998
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Working at Height Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- BS:9999 Code of Practice for Fire Safety in the Design, Management and use of Buildings (2008)
- The Event Safety Guide (HSG195 HSE)
- Guide to Fire Precautions in Existing Places of Entertainment and Like Premises (ISBN 0 11 340907 0 Home Office)
- Guide to Fire Risk Assessment at Open Air Events and Venues 2007 (ISBN:13 978 1851 12 823 5 HMG)

**Event Description**

Manchester International Festival in collaboration with Artangel and 14-18 NOW will present the world premiere of a theatrical performance featuring 20 performers and musicians, this new work brings together live music, performance, sound, movement and image on the site of Mayfield, a former railway station in Manchester.

Each performance will last approximately three hours, with audiences invited to explore the space and experience the work from a range of different vantage points.

The event takes place in the East Chamber of the warehouse. The Audience of 500 ticketed people will enter the venue from Temperance Street via Tunnel 9 where there will be a box office and Front Of House facilities including a bar and toilets.

During the performance the audience will be allowed to freely move between a large seating block and the front of house areas. At the end of the performance the audience will be led by the performers to the roof of Mayfield via the internal vehicle ramp. The finale of the event will take place on the old platform where the public will disperse post the performance down the large external vehicle ramp, exiting through the large gates onto Fairfiled Street by the Star & Garter Pub. The entire production is fully accessible.

**Production Schedule**

The schedule from Build to de-rig is attached in the appendices. This may be subject to last minute changes. Wherever possible any personnel this affects will be notified of these changes.

Redressals on site in the building from 20th August – 7th October see full schedule in appendix A

| | | |
|---|---|---|
| MONDAY | 8th October | TECHNICAL REHEARSALS |
| TUESDAY | 9th October | OPEN DRESS REHEARSALS |
| WEDNESDAY | 10th October | PERFORMANCE 1 / PRESS NIGHT |
| THURSDAY | 11th October | DARK |
| FRIDAY | 12th October | PERFORMANCE 2 |
| SATURDAY | 13th October | PERFORMANCE 3 |
| SUNDAY | 14th October | PERFORMANCE 4 |
| MONDAY | 15th October | DARK |
| TUESDAY | 16th October | DARK |
| WEDNESDAY | 17th October | DARK |
| THURSDAY | 18th October | PERFORMANCE 5 |
| FRIDAY | 19th October | PERFORMANCE 6 |
| SATURDAY | 20th October | PERFORMANCE 7 |
| SUNDAY | 21st October | PERFORMANCE 8 |

## ORGANISATION, STAFFING & CONTACTS

**A dedicated number has been given out to the public that can be used in the event of any concerns. This telephone will be held by Duty Mayfield Site Manager and the number is 07380 299 370**

| **MIF ADDRESS: Blackfriars House, Parsonage, Manchester, M3 2JA 0161 817 4500**<br>**VENUE ADDRESS. General Enquiries to : U+I, The Gatehouse, 11 Baring Street, Manchester, M1 2PY**<br>**Emergency Vehicle Access vis : Large Yellow doors on the Corner of Tmerperance Street and Fairfield Street, Manchester M12 6HR** | | | |
|---|---|---|---|
| NAME | ROLE | TEL NO | Role Description |
| Jack Thompson | MIF Technical Director | 07778 767180 | Overall charge for all technical, H&S and licensing issues.<br>DPS holder for Festival. |
| Tricia Coleman | MIF Producer | 07508641084 | |
| Richard Morgan | MIF Producer | 07980278033 | |
| Rachel Down | MIF Artist Liaison Manager | 07821 810596 | In charge of all festival wide issues relating to Artists, transport and accommodation |
| Ben McNight | MIF Press & PR Director | 07716 778 850 | Responsible for press and marketing |
| **Site / Show Staff** | | | |
| Paul Moore | Site Production Manager | 07973 239939 | Overal responsibility for the Venue |
| Jude Jagger | Site Manager | 07380 299 370 | Day to day Site Management (Job Share) |
| Sammi Gabb | Site Manager | 07380 299 370 | Day to day Site Management (Job Share) |
| Sam Collins | Production Manager | 07952 630 629 | Overall Responsibility for the Producion |
| Mayfield Security | Site Security | 07849 828 295 | Overarching Responsibility for the Site Security |
| **Contractors / Suppliers** | | | |
| Melv Coote | TUBE | 07976 263129 | MIF Sound Suppliers |
| Pete Robinson | DBN | 07966 462506 | MIF Lighting Suppliers |
| XXXX | Showsec | XXXX | MIF Security Suppliers |
| Phil Warren | Mersey Medical Services | 07970 384932 | MIF First Aid Provision |
| Harry Box | UK Rigging | 07812203414 | Rigging |
| Carolyn Foxwell | Elliots | 07748 188464 | Dressing room Cabins |
| | TBC | | Toilets |

**Chain of Command / Organisation**
In the first instance of any reportable situation, emergency or need for communication about the set up, the event or de-rig the contact points are;

Site Production Manager = Paul Moore 07973 239939 paul.moore@mif.co.uk
MIF Technical Director = Jack Thompson 07778 767180 jack.thompson@mif.co.uk

They will then disseminate the information to the relevant people who will take the appropriate action.

The following people are responsible for the specific areas listed below and are the points of contact;

SITE & TECHNICAL ISSUES = Site Manager , Jude Jagger & Sammi Gabb (Job Share) 07380 299 370 mayfiled@mif.co.uk
PRODUCING & ARTISTIC CONTENT= Tricia Coleman MIF Producer, 07508641084 Tricia.coleman@mif.co.uk

**Communication**
Radios will be issued to key members of staff running the event; including Mayfield Security, MMS, FOH Manager & Staff, Site Manager.
The communication for running the event will be via the radios (a dedicated channel will be allocated)

The Duty Site Manager will have the phone numbers and be in contact with the following people:

MIF Site Production Manager
Show Production Manager
MIF Technical Director
All Suppliers

**Staffing**
The Site Manager will brief MIF technical staff, Art Angel employees, 14-18 Now employees, contractors performers and volunteers and crew in safe working practices within the site.

All staff, volunteers will be given a full briefing of how the event is to be run by Site Manager and this will be supported by written briefing packs.

This will include but is not limited to: Full event information and planning, Evacuation details and emergency exits, Security, First Aid, Capacities etc (see appendices for Staff and Volunteer briefing notes).

All staff will have an ID pass clearly showing their access levels. Key staff in areas will have radios and will be on a radio communication via a dedicated channel with each other – to ensure smooth running of the event.

**Stewarding & Security**

Security is provided by Showsec who are SIA approved.
In consultation with Showsec and MIF the level of security has been reached which with best endeavors and management will maintain order at all times.
See appendix F for full method statement and operational documents.

The Front of House Manager and the Site Manager will meet with the Showsec Supervisor for full briefing prior to the event and will liaise with the Supervisor throughout the event.

Proposed security Cover:

Details here numbers & times

Proposed FOH Cover:

Details here numbers & times

The Front of House Team consists of:
Front of House Manager
Deputy Front of House Manager
Four dedicated Front of House Staff

To look after the welfare of the public at all times that they are within the Mayfield Depot. This team will oversea the managed evacuation of the audience, should it be required to evacuate the building.

**Volunteers**
All volunteers working on the event will have been recruited and interviewed by the MIF Volunteer team and fully briefed in health and safety and all matters concerning the event. (see H+S Volunteer Document in the appendices).

There will be Insert x volunteer team leader who will be responsible for the Insert x volunteers working on the event. They will sign the volunteers in and out and be responsible for their welfare. (see staff & volunteers breakdown sheet in the appendices)

Volunteers will wear accreditation and branded T-shirts so they can be easily identifiable.

**Passes/ID:**
All staff will have an MIF identification pass that will show they are working on the event either as staff, artist/performer or as a volunteers See Accreditation sheet in appendix J.
Security staff will be wearing Showsec uniforms
Medics will be wearing green uniforms with MMS logos

# VENUE INFORMATION

*NB If figure amended during run of event to increase capacity both the event plan and evacuation plan MUST be updated. Please include in any amends "updated capacity as agreed with Fire officer"*

**Capacity**
The maximum capacity within the building limited by fire exit provision will be 500 ticketed patrons. All members of the public will require a ticket to enter the building that they will have purchased before the entering the building.

**Disabled Access**
The venue has disabled access and is compliant with the Equality Act.
We will be supplying fully accessible toilets.
There will be a viewing area
The access ramp to the rood will have level rest areas to break up the journey
Dedicated staff will be available to assist patrons should they require it.

**Dispersal**
At the end of the performance, the audience will leave via the vehicle ramp leading to Fiarfield Street by the Star & Garter pub.
Patrons will be asked to leave quietly and not to congregate in the vicinity of the venue.
SIA security, FOH staff and volunteers will assist this dispersal and be able to provide local transport and general information.

**Traffic Management Plan and Vehicular Movement plan**
Deliveries will be made to the large yellow doors of the building & between 0900 – 1800 wherever possible.
Once the fit up is complete there should be minimal deliveries

# EMERGENCY CONTROL

**Fire prevention.**
In order to minimize the occurrence of fire the following shall be implemented:

- All areas to be kept clean and tidy to reduce the amount of material likely to combust and good housekeeping rules followed to ensure minimal risk
- All scenic elements that are used will be class one fire proof. All visiting artists set and equipment will be checked and treated with an appropriate flameproofing substance onsite if necessary. Wherever possible all production elements will arrive on site prefabricated to reduce the requirement for power tools and waste.
- All electrical equipment brought in for the event will have been tested by hire companies prior to sending to site
- Any hot works that take place within the MIF areas require an MIF hot works permit.
- Standard venue firefighting equipment to be available and visible to the MIF staff and crew. If necessary additional firefighting equipment and detector systems will be installed upon consultation with the fire department. Additional fire extinguishers will be sited in any

locations deemed necessary for example dimmer racks and control positions to have additional CO2 extinguishers dedicated to them.

FFE will be located as per the schedule below in positions which are also marked on the site plan.

| **FFE Schedule** | Water | $CO_2$ | Blankets | Dry Powder |
|---|---|---|---|---|
| Location F1 | | 1 | | |
| Location F2 | 1 | | | |
| Location F3 | 1 | | | |
| Location F4 | 1 | | | |
| Location F5 | 1 | | | |
| Location F6 | 1 | 1 | | |
| Location F7 | 1 | 1 | | |
| Location F8 | 1 | 1 | | |
| Location F9 | 1 | 1 | | |
| Location F10 | 1 | 1 | | |
| Location F11 | 1 | 1 | | |
| Location F12 | 1 | 1 | | |
| Location F13 | 1 | 1 | | |
| Location F14 | 1 | 1 | | |
| Location F15 | 1 | | | |
| Location F16 | 1 | | | |
| Location F17 | 1 | 1 | | |
| Location F18 | 1 | | | |
| | | | | |
| | | | | |
| | | | | |
| **Total** | **17** | **11** | | |

**Fire Safety & Evacuation plan**

Fire safety checks, including unlocking of all emergency exits will be the responsibility of Duty Site Manager

Any suspect packages will be reported to Duty Site Manager who will investigate and if package remains suspicious and unclaimed an evacuation may be put into effect and responsible authorities informed.

Should an evacuation become necessary the Front of House Manager will make a call over radio of an Amber Warning to all staff, including Mayfield Security to standby for an evacuation. At this point FOH Manager attends the control position to coordinate the evacuation; the Deputy FOH Manager and Site Manager will investigate the possible issue and inform the FOH Manager if an evacuation is required and the location and nature of the issue.

As soon as all members of staff have been hear the Amber Warning they should immediately, if safe to do so, proceed to their pre-arranged positions to stand by for an evacuation. Bars should stop serving and secure their tills. Radio Silence to be maintained to allow uninterrupted flow of information to and from the FOH Manager. Lighting & Sound Operators stand by to reduce the show sound and bring up house lighting and a FOH mic for the FOH Manager to announce and orderly evacuation.

Should the power to the building fail, a loud hailer, kept at the FOH position, would be used to inform the public.

Once an evacuation has been deemed necessary all emergency exits to be opened by Front of House Staff and an audible This Way Out Ladies & Gentlemen to be repeated until the venue is empty. Stage Manager to enter the stage and remove all performers, and escort them out of the building & escort them out of the building via the nearest safe exit. MMS medical services will assist any audience members with accessibility issues in the event of an evacuation.

Technical staff & crew if possible should isolate any electrical equipment, and proceed to evacuate. All staff back stage should immediately vacate to the nearest available exit.

Once the auditorium appears to be clear the following sweeps should be made:
Site Manager to sweep dressing room and back of house cabins, and toilets in Tunnel 9. They should proceed to the Large Yellow Doors to liaise with the emergency services.
Production Manager to sweep stage
FOH Manager should proceed though the auditorium and check that the stage is clear; they should then join the audience at the Muster Point to keep them informed (taking the loud hailer with them).
All Front of House Staff, once the evacuation is complete, should remain close to their exits, should it be safe to do so, to ensure no body re-enters the building under any circumstances.

The muster point is the triangle of land at the junction of Baring Street and Fairfield Street; the secondary point is the car park on the corner of Baring Street and Buxton Street (opposite Mayfield security gate)

The Emergency control point will be the large yellow doors on the corner of Temperance Street & Fairfield Street providing a meeting point, in the event of an incident, for the management team and emergency services, the Duty Site Manager will be the main point of contact for the emergency services.
See appendix H for Full Evacuation Plan.

**Terrorism**
MIF will liase with GMP counterterrorism and review any measures recommended by them. Showsec will also offer guidance for the building and the event.

MIF will, pre-event, will ask patrons not to bring any baggage with them, and as part of the entry process will carry out bag searches prior to entry to the auditorium.

The wider Mayfield site is covered externally with CCTV, monitored by Mayfield Security, which will be augmented by MIF cameras focusing on the main incoming doors.

In the event of a vehicle borne attack, there is sufficient area within tunnel 9 to allow for all of the audience to queue prior to entry, which removes any queues from the public highway. All other areas of the building have secure areas externally prior to entry of the public domain. Security of tunnel 9 entry doors will be present and be tasked with keeping awareness of vehicle movements on Temperance Street.

In the event of a suspicious package: Mayfield is a secure site with a single point of entry for all staff and production personnel. All Staff & Production personnel have MIF Accreditation to identify them which should be worn at all times. Due to the nature of the layout of the building any suspicious packages left within the building would be very noticeable. Should a suspicious package be spotted by a member of the production team, FOH or security; they will immediately notify the Site Manager; who will immediately investigate and if necessary evacuate the building and call the emergency services. Evacuation should take place away from the hazardous area. No radio or mobile phone usage should take place in the vicinity of the package and any witness to the package should be retained to talk to the emergency services as required.

In case of marauding attack: A limited number of 500 patrons per performance who all have valid tickets and will have any small bags searched upon entry. The guidance sheet 'In the Event of a Marauding Attack' is within the Appendices and should be read by all staff. Audience to be dispersed if possible and safe to do so, due to the scale of the site exit away from the attack should be instructed if possible.

Mayfield security to monitor the exterior of the building during the performance for any unusual activity near any external entrances & exits.

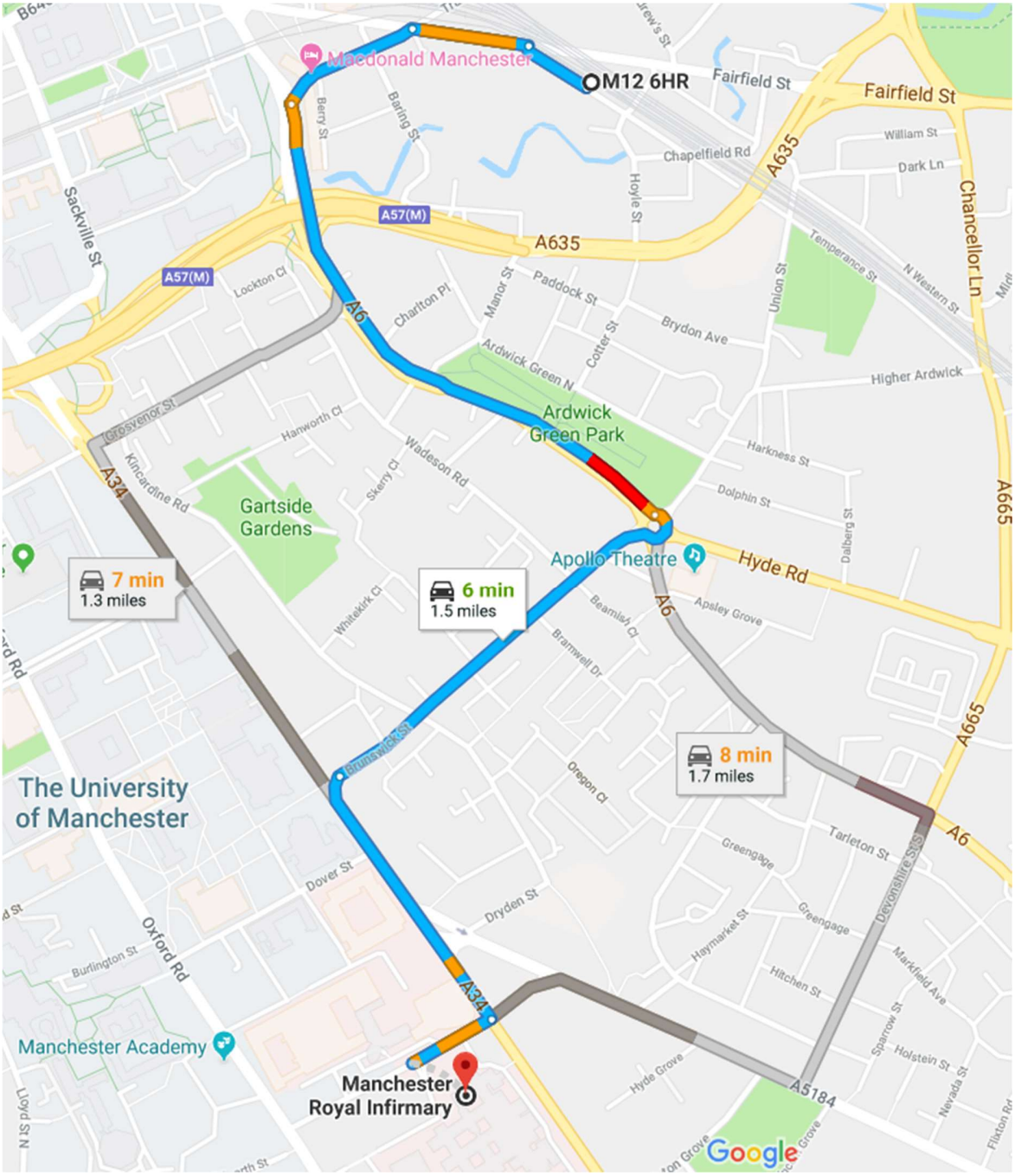
**Event control**
This will be in the site office in Tunnel 10.

**First Aid Plan and Accident Reporting**
The responsibility for First Aid management lies with Mersey Medical Services and the level of cover appropriate to the event has been advised by them.
Current First Aid certificates are held by key members of staff Site Managers present when medical staff are not employed

All MIF staff and volunteers will report accidents and incidents to MMS and the FOH/Duty Manager. MMS services will then take the appropriate action and notify the designated Site Manager of the outcome.
MMS will deal with the incident while Site Manager will coordinate the emergency services and lead the ambulance crew to the incident upon their arrival.
A de-brief after each day will be held by the FOH Manager and MMS Supervisor and documentation will be kept after the event.
If a serious accident occurs this will be reported immediately to a member of the senior management team, this should be in the first instance, Jack Thompson (Technical Director).
All accidents will be recorded in an accident report book that will be kept in the Site Office in Tunnel 10.
The site office in tunnel 10 will also act as a First Aid room as required.

Any near misses should be reported to the FOH Manager and the Production Manager and a log kept. Immediate action should be taken to prevent further reoccurrences should it be required.

Nearest Accident & Emergency : Manchester Royal Infirmary, Oxford Rd, Manchester M13 9WL



## PUBLIC WELFARE

**Noise Control**
Noise levels will be assessed during rehearsals, due to the nature of this event it is not anticipated that loud noises will create any issues for Audiences, Staff and Performers.

**Safe guarding children**
In order to protect children from harm and to make sure that there is no possibility of any issues arising all MIF staff and volunteers are instructed to make sure that they are never in a situation where they are left alone with a minor.

At present there are no child performers scheduled within the event. Should this change MIF will immediately apply for appropriate child licences . MIF are fully aware of past changes in child licensing and will adhere to the guidance.
There will be a dedicated lost children point within the event area which will be the site office in tunnel 10.

**Catering Facilities**
Catering and bar facilities are available in tunnel 9.
They are provided by Grub Street and they will provide their own staff including a DPS on duty during all operational hours. The Challenge 21 policy will be operated at all bars and any persons believed to be under age or intoxicated will be refused service.
A full alcohol management plan is included in the appendix G.

**Cleansing & Litter**
Service cleaning carried out by Pat Cleaning.
During the rehearsal period there is weekly collection of waste from Enterprise, increasing to daily during performances. All collections within working hours.
MIF's sustainability policy requires us to reuse and recycle a much waste as possible.

**Welfare Facilities**
Toilet facilities and a dedicated accessible toilet will be available in Tunnels 9 and 10. Audience and staff toilets are in separate designated locations.

**Lost Property**
Any lost property found or handed in will be given to Front of House Manager and the item will then be noted down by the MIF FOH manager on the report sheets.
Any lost property reclaimed will be noted on a report sheet and signed for.
All lost property unclaimed after the event will be held in the site office for the duration of the event and returned to the MIF offices for further administration and management.

**Smoking Policy**
There will be no smoking allowed in Mayfield at any time as per current UK Law. Designated smoking point at the Grub Street outdoor facilities near the Baring Street entrance.

**Press and Marketing**
All Press and marketing will be managed by MIF staff, any enquiries need to be forwarded to this team.

**Ticketing / Wristbands**
All members of the public will have a valid ticket.

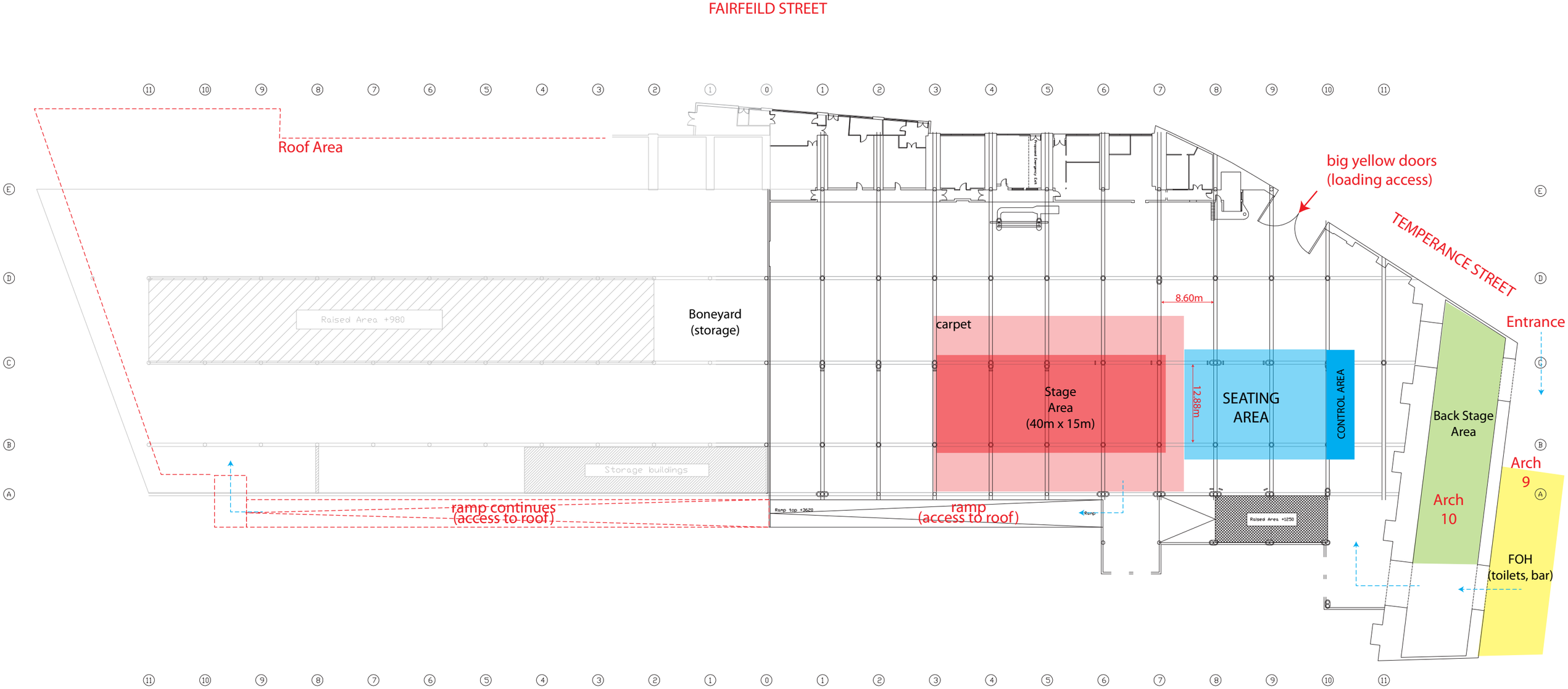
# 6APPENDICES

A. Production Schedule
B. Site Plan
C. MIF staff and volunteers briefing notes & breakdown sheet
D. Volunteers H+S document
E. MIF Risk assessments and public liability insurances
F. Suppliers risk assessments and method statements, public liability insurance
G. Alcohol Management plan
H. Dispersal & evacuation plans
I. Accreditation Sheet
J. PRS Certificate
K. Templates (Event log, Show Report sheet, Near Miss Report sheet, hot works permit, lost property sheets, sound recording sheet)

MIF

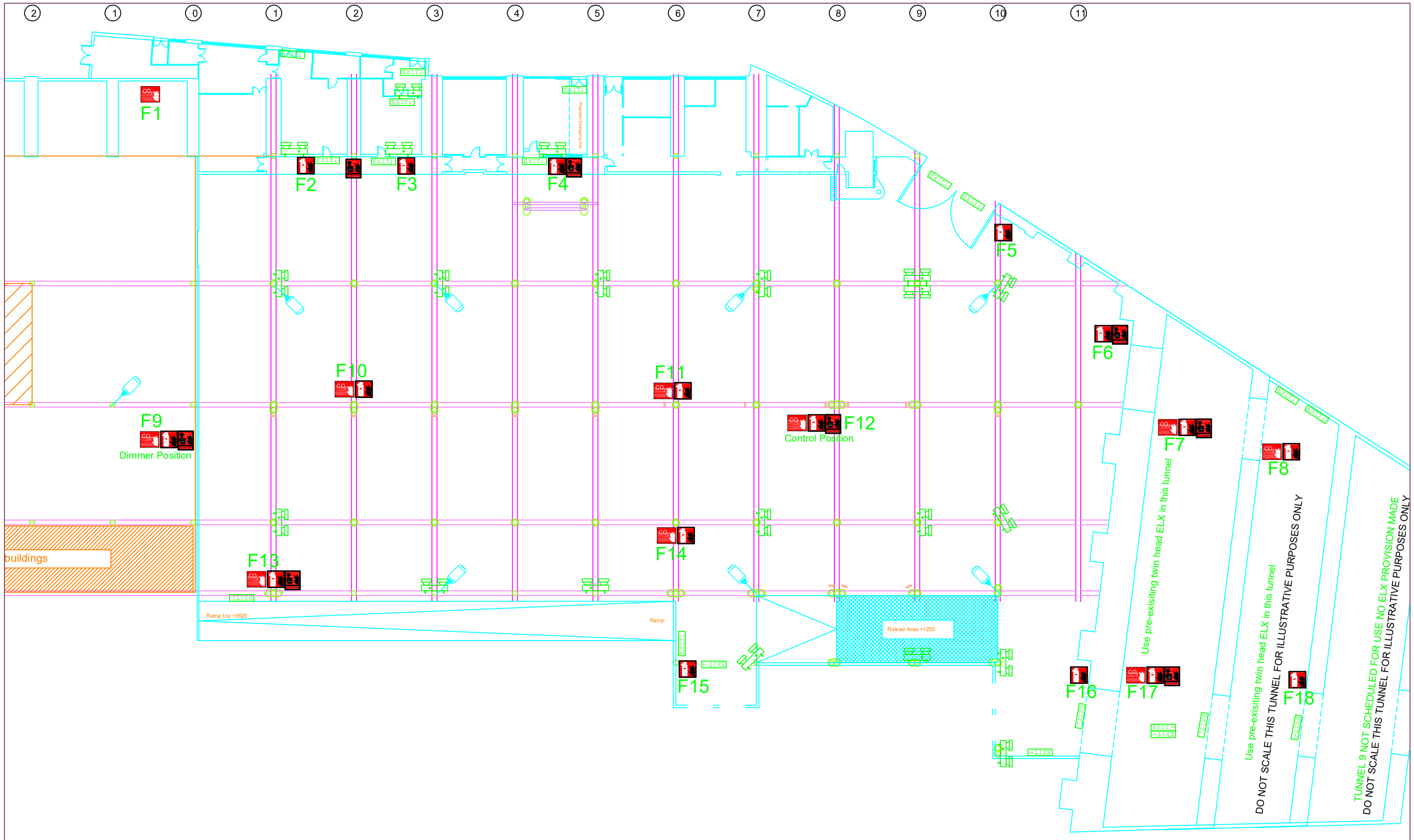
| Day | Date | START | END | Artangel Activity | Other Events<br>U+I Events in RED<br>MIF Events in BLUE |
|---|---|---|---|---|---|
| MONDAY | 13th August | 0900 | 1800 | CABINS IN (PM to support) | |
| TUESDAY | 14th August | 0900 | 1800 | CABINS IN (PM to support) | |
| WEDNESDAY | 15th August | 0900 | 2200 | SET UP / Artangel Tech Team arrive | |
| THURSDAY | 16th August | 0900 | 2200 | SET UP | CityCo drinks at GRUB 1730-2030 |
| | | | | | MIF Participants Meet 1830-2000 |
| FRIDAY | 17th August | 0900 | 2200 | SET UP | |
| SATURDAY | 18th August | 0900 | 2200 | SET UP | |
| SUNDAY | 19th August | 0900 | 2200 | SET UP / Heiner G arrives | J Schofield tour 1500 |
| MONDAY | 20th August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | Meet + Greet 1030 |
| TUESDAY | 21st August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| WEDNESDAY | 22nd August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| THURSDAY | 23rd August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| FRIDAY | 24th August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| SATURDAY | 25th August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| SUNDAY | 26th August | 0900 | | DAY OFF | J Schofield tour 1500 |
| MONDAY | 27th August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| TUESDAY | 28th August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| WEDNESDAY | 29th August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | Site visit 1400-1700 |
| THURSDAY | 30th August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 | |
| FRIDAY | 31st August | 0900 | 2200 | WORKSHOP / FIRST STAGE REHEARSAL 11-2/6-9 / Henier G departs | |
| SATURDAY | 1st September | | | DARK | |
| SUNDAY | 2nd September | | | DARK | J Schofield tour 1500 |
| MONDAY | 3rd September | | | MIF TECHNICAL WORK TBC | Steel Deck TBC |
| TUESDAY | 4th September | | | MIF TECHNICAL WORK TBC | Steel Deck TBC |
| WEDNESDAY | 5th September | | | MIF TECHNICAL WORK TBC | Steel Deck TBC |
| THURSDAY | 6th September | | | MIF TECHNICAL WORK TBC | |
| FRIDAY | 7th September | | | DARK / TECHNICAL SET UP | |
| SATURDAY | 8th September | | | DARK / TECHNICAL SET UP | |
| SUNDAY | 9th September | | | DARK / TECHNICAL SET UP | J Schofield tour 1500 |
| MONDAY | 10th September | | | DARK / TECHNICAL SET UP / Heiner G arrives | |
| TUESDAY | 11th September | | | TECHNiCAL REHEARSALS | Meet + Greet 2100 |
| WEDNESDAY | 12th September | | | TECHNiCAL REHEARSALS | |
| THURSDAY | 13th September | | | TECHNiCAL REHEARSALS | |
| FRIDAY | 14th September | | | TECHNiCAL REHEARSALS | |
| SATURDAY | 15th September | | | TECHNiCAL REHEARSALS | |
| SUNDAY | 16th September | | | DAY OFF | |
| MONDAY | 17th September | | | TECHNiCAL REHEARSALS | |
| TUESDAY | 18th September | | | TECHNiCAL REHEARSALS | Tunnel 9 event |
| WEDNESDAY | 19th September | | | TECHNiCAL REHEARSALS | |
| THURSDAY | 20th September | | | TECHNiCAL REHEARSALS | |
| FRIDAY | 21st September | | | TECHNiCAL REHEARSALS | |
| SATURDAY | 22nd September | | | TECHNiCAL REHEARSALS | |
| SUNDAY | 23rd September | | | DAY OFF | |
| MONDAY | 24th September | | | TECHNiCAL REHEARSALS | MIF Producers site visit 1000 |
| TUESDAY | 25th September | | | TECHNiCAL REHEARSALS | |
| WEDNESDAY | 26th September | | | TECHNiCAL REHEARSALS | |
| THURSDAY | 27th September | | | TECHNiCAL REHEARSALS | |
| FRIDAY | 28th September | | | TECHNiCAL REHEARSALS | Fundraiser 2100-2200 |
| SATURDAY | 29th September | | | TECHNiCAL REHEARSALS | |
| SUNDAY | 30th September | | | DAY OFF | |
| MONDAY | 1st October | | | TECHNiCAL REHEARSALS | |
| TUESDAY | 2nd October | | | TECHNiCAL REHEARSALS | |
| WEDNESDAY | 3rd October | | | TECHNiCAL REHEARSALS | |
| THURSDAY | 4th October | | | TECHNiCAL REHEARSALS | |
| FRIDAY | 5th October | | | TECHNiCAL REHEARSALS | |
| SATURDAY | 6th October | | | TECHNiCAL REHEARSALS | |
| SUNDAY | 7th October | | | DAY OFF | |

| | |
|---|---|
| MONDAY 8th October | TECHNiCAL REHEARSALS |
| TUESDAY 9th October | OPEN DRESS REHEARSALS |
| WEDNESDAY 10th October | **PERFORMANCE 1 / PRESS NIGHT** |
| THURSDAY 11th October | DARK |
| FRIDAY 12th October | **PERFORMANCE 2** |
| SATURDAY 13th October | **PERFORMANCE 3** |
| SUNDAY 14th October | **PERFORMANCE 4** |
| MONDAY 15th October | DARK |
| TUESDAY 16th October | DARK |
| WEDNESDAY 17th October | **WHITWORTH HG IN CONV WHITWORTH 6.30PM** |
| THURSDAY 18th October | **PERFORMANCE 5** |
| FRIDAY 19th October | **PERFORMANCE 6** |
| SATURDAY 20th October | **PERFORMANCE 7** |
| SUNDAY 21st October | **PERFORMANCE 8** |
| MONDAY 22nd October | DE-RIG / LOAD OUT / Heiner G departs |
| TUESDAY 23rd October | DE-RIG / LOAD OUT |
| WEDNESDAY 24th October | Site Infrastructure Turnaround |
| THURSDAY 25th October | Hang Motors & Truss |
| FRIDAY 26th October | Hang Motors & Truss |
| SATURDAY 27th October | DAY OFF |
| SUNDAY 28th October | DAY OFF |
| MONDAY 29th October | Rig Lx |
| TUESDAY 30th October | Rig Lx & Sound |
| WEDNESDAY 31st October | Rig Lx & Sound |
| THURSDAY 1st November | Programming |
| FRIDAY 2nd November | Programming |
| SATURDAY 3rd November | **PERFORMANCE 1 - Bonobo's Outlier 1600-0100** |
| SUNDAY 4th November | DAY OFF |
| MONDAY 5th November | DARK |
| TUESDAY 6th November | **PERFORMANCE 2 - Fever Ray 1900-2300** |
| WEDNESDAY 7th November | DARK |
| THURSDAY 8th November | **PERFORMANCE 3 - Bugzy Malone 1900-2300** |
| FRIDAY 9th November | **PERFORMANCE 4 - Bugzy Malone 1900-2300** |
| SATURDAY 10th November | **PERFORMANCE 5 - Bicep 1730-0100** |
| SUNDAY 11th November | DAY OFF |
| MONDAY 12th November | load out |
| TUESDAY 13th November | load out |
| WEDNESDAY 14th November | load out |
| THURSDAY 15th November | load out |




Artangel

| Project | Location | Drawing | Scale | Sheet | Date | Drawn By |
|---|---|---|---|---|---|---|
| Heiner Goebbels, *Everything that haappened and would happen* | Mayfield Depot, Manchester | Genral Site Layout | NTS | 1 of 1 | 27.06.18 | Sam Collins |




PLEASE NOTE: No liability is accepted for any action resulting from this drawing, however caused. This drawing represents visual concepts and construction suggestions only. The draughtsperson is unqualified to determine structural appropriateness of this design and will not be responsible for improper engineering, construction, rigging, handling or use of this scenery. If professional advice/ documentation is recommended, it must be sought. All materials and construction must comply with local fire and safety regulations. If in doubt... ask!

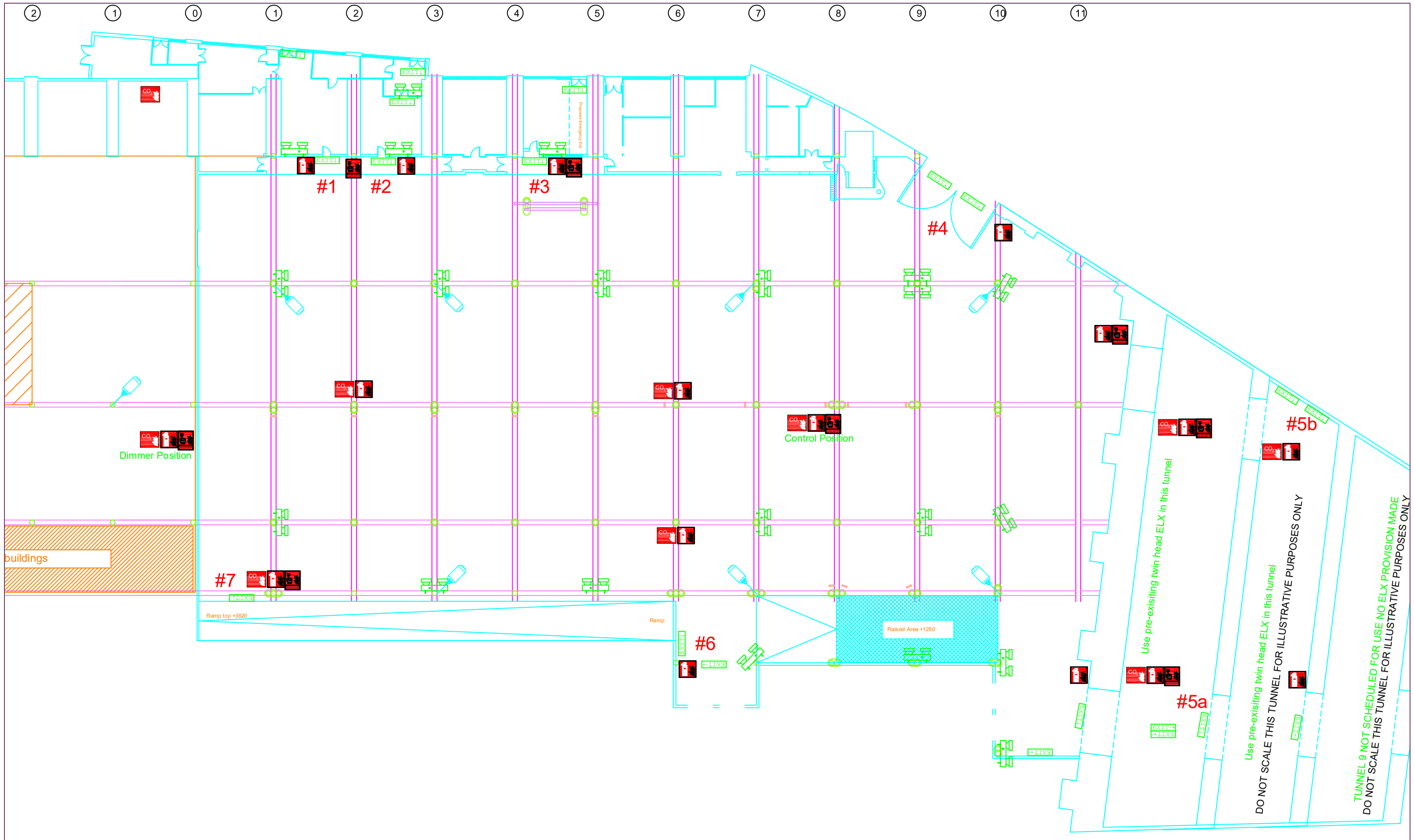
All Dimensions in mm unless stated otherwise. Do not scale from this drawing and verify all dimensions on site.

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MIF
Blackfriars House Parsonage Manchester M3 2JA
PRODUCTION
Tel: 0161 817 4551
Everything that Happened and Would Happen

PROJECT: Everything that Happened and Would Happen
VENUE: Mayfield Depot
SHEET TITLE: Fire Extinguisher Locations
STATUS: PROVISIONAL
DATE: 20/08/18
SCALE: 1:400 @ A3
REF. NUMBER: S?###/ Si /000

| DIRECTOR: | LIGHTING DESIGNER: | DRAWN BY: |
|---|---|---|
| DIRECTOR | LX DESIGNER | Paul Moore |
| DESIGNER: | PRODUCTION MANAGER: | APPROVED BY: |
| DESIGNER | PROD MAN | NOT CHECKED |




PLEASE NOTE: No liability is accepted for any action resulting from this drawing, however caused. This drawing represents visual concepts and construction suggestions only. The draughtsperson is unqualified to determine structural appropriateness of this design and will not be responsible for improper engineering, construction, rigging, handling or use of this scenery. If professional advice/ documentation is recommended, it must be sought. All materials and construction must comply with local fire and safety regulations. If in doubt... ask!

All Dimensions in mm unless stated otherwise. Do not scale from this drawing and verify all dimensions on site.

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MIF
Blackfriars House Parsonage Manchester M3 2JA
PRODUCTION
Tel: 0161 817 4551
Everything that Happened and Would Happen

PROJECT: Everything that Happened and Would Happen
VENUE: Mayfield Depot
SHEET TITLE: Site Infrastucture
STATUS: PROVISIONAL
DATE: 20/08/18
SCALE: 1:400 @ A3
REF. NUMBER: S?###/ Si /000

| DIRECTOR: | LIGHTING DESIGNER: | DRAWN BY: |
|---|---|---|
| DIRECTOR | LX DESIGNER | Paul Moore |
| DESIGNER: | PRODUCTION MANAGER: | APPROVED BY: |
| DESIGNER | PROD MAN | NOT CHECKED |

MIF

# MANCHESTER INTERNATIONAL FESTIVAL
# MAYFIELD PRE FACTORY EVENTS
# GENERAL SITE OCUPANCY

**Project:** Mayfield Enabling Works — **Assessment No & Project Details to be completed for all individual event RA's**

**Client:** MIF

| Hazard/Risk/Task | Potential Injury | People at risk | Severity | Likelihood | Risk Factor | Existing Controls | Additional controls | New Risk | Accept / Reject |
|---|---|---|---|---|---|---|---|---|---|
| Vehicle Movements | Injuries caused by vehicle striking pedestrians. | Possible multiple casualties if group of persons struck by goods vehicle | 4 | 3 | 12 | Delivery Vehicles to be scheduled.<br>Access onto site controlled via Yellow steel doors on Temperance Street<br>Any staff in the vicinity of vehicle movements to ware Hi-Vis through out build process | | 8 | |
| Manual Handling | Physical Injury | MIF employees, Crew and other contractors | 3 | 3 | 9 | Good manual handling techniques to be employed.<br>Manual handling aids will be provided where necessary.<br>All items to be delivered as close as possible to destination area.<br>All significantly heavy cases marked. | Provision of suitable number of crew for task. | 6 | |
| Handling Long Items – conduit, scaff pole, timbers. | Careless movement injuring others, overbalancing, cuts from sharp edges, laid-off pieces toppling/sliding down walls | MIF employees, Crew and other contractors | 4 | 3 | 12 | Assess the weight of a piece before you try and move it – get help if you need it.<br>Be aware of the length of the piece – when vertical watch for fouling borders/ stretchers/ lighting ladders, when horizontal watch for other persons, bits of set, lanterns, walls, doors.<br>Wear protective gloves where necessary.<br>Ensure pieces are stable where you leave them, store long items horizontally | | 6 | |
| No clear path through stage- trip hazards | Physical Injury | MIF employees, Crew and other contractors | 3 | 3 | 9 | Make a path to destination before carrying big heavy pieces.<br>Make sure everyone involved in a lift knows where the piece is going, who is steering and who is 'counting it in'.<br>'Clear as you go', don't leave anything lying around unless it has got to be there. | | 6 | |
| Team Lift | Physical Injury | MIF employees, Crew and other contractors | 3 | 3 | 9 | Assess the weight of a piece before you try and move it<br>Make sure everyone involved in a lift knows where the piece is going, who is steering and who is 'counting it in'.<br>'Clear as you go', don't leave anything lying around unless it has got to be there. | | 6 | |
| Use of electrical equipment and power/ hand tools | Electric Shock, Physical injury | MIF employees, Crew and other contractors | 4 | 3 | 12 | Battery powered hand tools to be used where possible.<br>All portable electrical appliances to carry notice of PAT (test) as appropriate<br>Visual checks to be made of equipment before use.<br>PPE to be worn where necessary | Tools only to be used for intended tasks. Tools to be used only by competent persons with a second person to be present in area at all times. | 8 | |
| Work Equipment | Electric shock, Physical Injury | MIF employees, Crew and other contractors | 3 | 3 | 9 | Contractors to ensure that all work equipment and tools, vehicles and lifting equipment are suitable for their intended use and have been properly maintained and where appropriate, tested and certified.<br>Appropriate storage to be provided by contractor on site for tools and pressurized containers. | Tools are only used by experienced personnel with a second person to be present in area at all times. | 6 | |
| Delivery and collection of equipment | Physical injury | Public, MIF employees, Crew and other contractors | 4 | 2 | 6 | All delivery vehicles to be assisted by a banksman whilst reversing or attempting other difficult manoeuvres. | Vehicle to move no faster than 5mph on site and use headlights. Amber roof warning lights if fitted should also be used but Vehicle hazard lights should NOT be used. | 3 | |
| Unloading Lorries/ handling flight cases | Falling Objects, physical injuries, manual handling | MIF employees, crew and other contractors | 3 | 2 | 6 | Provision of adequate number of trained staff to unload.<br>All significantly heavy cases marked, and provided with handles and wheels<br>Use of lifting aids where possible | Only the driver of the lorry is to open the vehicles loading doors | 3 | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Work at Height | Fall from height, falling objects | MIF employees, crew and other contractors | 4 | 2 | 8 | Suitable access equipment to be provided per task.<br>Access equipment to be maintained and routinely inspected prior to use.<br>Access to restricted areas at height to be strictly controlled and only trained personnel to use access equipment.<br>Avoid work at height where possible and use harnesses to prevent falls where work at height cannot be avoided.<br>Ladders to be placed on level ground and footed at all times.<br>Ladder users to maintain three points of contact to ladder at all times.<br>Do not overreach. | All work at height activities to be suitably planned to try and avoid clashes with other works.<br>Rescue plan to be formulated prior to any work over 2 metres<br>Areas below work at height to be barriered and kept clear of personnel where possible.<br>Hard hats to be worn by all personnel on ground when work occurring overhead.<br>Any tools used should be firmly attached to the user.<br>A groundsman should always be present.<br>Ladders to only be used for a short duration. | 4 | |
| Lifting of the hung equipment | Tripping, strain from lifting hung projectors, obstruction | MIF employees, crew and other contractors | 3 | 2 | 6 | Adequate number of people to be used to lift and manoeuvre hung items. Good housekeeping employed to keep the work area hazard free. | Area of lift clearly marked and cordoned off.<br>Emergency exits and gangways kept clear at all times | 3 | |
| Hanging equipment | Falling Objects, slips, trips and falls | MIF employees, crew and other contractors | 3 | 2 | 6 | All equipment to be fixed securely with appropriately rated safety Bonds utilised to any pieces fixed by a single point. Good housekeeping employed to keep the work area hazard free. Only required contractors working in the area when equipment being hung | Barriers employed to control access to area if required. | 3 | |
| Running Cables | Electrical, slips trips and falls | Public, MIF employees, crew and other contractors | 3 | 2 | 6 | Equipment carefully prepared and electrically tested prior to installation. Cable routes planned in advance and kept away from public wherever possible. | All cable runs above head height where possible. All floor cabling to run through the non public access areas. No cables to cross any paths unless absolutely unavoidable. Adequate cable protection in the form of rubber matting to be utilised. | 3 | |
| Provision of Electrical distribution | Electrical, Fire | MIF employees, crew and other contractors | 5 | 2 | 10 | All distribution and electrical equipment to be tested and protected against fault and overload conditions via use of MCCBs and RCDs.All distribution equipment comes in modular "plug and Play" form conforming to BS 7909. | Only trained, experienced staff to undertake electrical work. | 5 | |
| Fire | Fire, burns, smoke inhalation | Public, MIF employees, crew and other contractors | 5 | 2 | 10 | Fire Exit routes and doors to be kept completely clear. A team member is tasked with ensuring fire exits are unlocked when anyone in the building.<br>Appropriate fire extinguishers are in place and kept unobstructed.<br>Suitable emergency evacuation procedures are in place and all staff, contractors and crew are informed of evacuation procedures.<br>Adequate emergency escape lighting is provided.<br>Adequate fire escape route signage is provided.<br>The storage of combustible materials is adequately controlled and kept away from fire exit routes and doors.<br>Any fuel on sites is limited to that contained within diesel generators.<br>Flammability of sets, cloths or equipment to be checked and treated with an appropriate flameproofing substance if necessary. | Good housekeeping procedures observed.<br>Electrical equipment is routinely inspected.<br>If theatrical naked flame is required it is only used with prior agreement and fully supervised with fire fighting equipment on standby. | 5 | |
| Loud noise | Hearing impairment | Public, MIF employees, Crew and other contractors | 4 | 2 | 8 | All noise to be kept to a minimum, all PA and amplified sound to be controlled and levels monitored by the sound department or Production manager.<br>Any noise from power tools to be done in areas away from the general public and operators to wear PPE | Amplified sound tests should commence at low levels and gradually increase.<br>All sound tests in public areas should be preceded by a warning PA announcement.<br>Ear plug protection to be available. | 4 | |
| First Aid Provision | Levels of Cover | MIF employees, Crew and other contractors | 5 | 2 | 10 | Under HSAW 1974 individual business operating within the Mayfield site are responsible for providing their own levels of first aid cover and safe practices. (DBN, Grahams Construction & UK Rigging)<br>Inline with HSE guidance INDG214 the Site Manager will be responsible for First Aid provision with an MIF Enabling team of <5.<br>Provision provided include a first aid kit, access to easily raise the alarm via mobile phone or Mayfield Security cabin.<br>Close proximity to city centre paramedic and emergency provision provided by the NHS. | Increase provision by engaging training site management cover with Emergency First Aid at Work or First Aid At Work. | 9 | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Risk of wall collapse (south façade of the west chamber) | Physical injury possible risk of fatality | MIF employees, Crew and other contractors | 5 | 4 | 20 | Line of Site Fennicing installed seperating south façade from the main room within th eWest Chamber<br>Access though the north entrance to the West chamber to be restricted to connecting the electrical supply only.<br>All staff to be made aware of the restricted area. | | 5 | |
| Asbestos | Breathing problems, long term health risk | Public, MIF employees, Crew and other contractors | 5 | 2 | 10 | No work to commence at all buildings/venues before checking with premises owners on presence of asbestos or not. If so a full and separate risk assessment to be undertaken.<br>NB ALL PREMISES ASBESTOS REPORTS SHOULD BE SHARED WITH MIF TECHNICAL DIRECTOR, JACK THOMPSON AT THE EARLIEST CONVENIENCE. | | 5 | |

Likelihood x Severity
=Risk Factor

| Severity | | Likelihood | Risk Factor | Action |
|---|---|---|---|---|
| 1-trivial injury | | 1-Remote | 1 to 4 | No Action/Low priority |
| 2-Minor Injury | | 2-Possible | 5 to 8 | Low priority but needs monitoring |
| 3- "3 day Injury" | | 3-Likely | 9 to 12 | Medium Priority please try to reduce and monitor |
| 4- Major Injury | | 4-Highly Likely | 13 to 18 | High Priority reduce this |
| 5-Death | | 5-Certain | 18 to 25 | Urgent action do not proceed |

Assessment carried out by Paul Moore for and on behalf of Manchester International Festival

signed

Date

rtangel

This Document is Live and subject to revision

**Assessment No:** version 3
**Date of Issue:** 22nd August 2018
**Assessment By:** Sam Collins, Head of Productic
for and on behalf of Artangel

**Project:** *Everything that happened and would happen* - FIRST STAGE REHEARSAL
**Location:** Mayfield Depot
**Start Date:** 15th August 2018
**End Date:** 31st August 2018

| Task | Hazard | People at risk | Severity | Liklihood | Risk Factor | Existing Controls | Additional controls | New Risk | Accept / Reject |
|---|---|---|---|---|---|---|---|---|---|
| Working on site | Trips | Crew, other contractors | 3 | 3 | 9 | All crew and contractors on site to be briefed prior to commencement of works as to the nature and condition of the site. All crew and contractors to wear appropriate PPE and footwear | Site to be kept tidy at all times. Adequate lighting to be provided, Any major trip hazards to be identified and removed where possible or marked and indicated | 4 | **Acceptable** |
| | Dirt and Dust | Crew, other contractors | 3 | 3 | 9 | All crew and contractors on site to be briefed prior to commencement of works as to the nature and condition of the site. All crew and contractors to wear appropriate PPE and footwear | Handwash and cleaning station to be on site. | 4 | **Acceptable** |
| | Falling Object | Crew, other contractors | 5 | 2 | 10 | All crew and contractors on site to be briefed prior to commencement of works as to the nature and condition of the site. All crew and contractors to wear appropriate PPE. | Site ceiling swept down by specialist contractor prior to commencement of work on site | 4 | **Acceptable** |
| Delivery and collection of equipment | Physical injury | Public, Crew and other contractors | 5 | 2 | 10 | All deliveries to be made by licensed drivers in appropriate vehicles. Vehicles to enter site via the designated entrances on either Temperance St or Baring Street. | Vehicle to move no faster than 5mph when on site and use headlights. Vehicles to be assisted by a banksman whilst reversing or attempting other difficult manovers. All personnel on site to wear hi vis vests while vehicles are on site. | 3 | **Acceptable** |
| Loading / Unloading of vehicles | Falling Objects, physical injuries | Crew, other contractors | 4 | 2 | 8 | All deliveries and collection vehicles with heavy loads are to be equiped with taillift or suitable ramp for the loading and unloading of loads. Safe working load of tail lifts are to be marked and not to be exceeded. All significantly heavy cases are to be weight marked. Care should be taken to secure the load before sealing the truck prior to driving off. Doors should be opened with care in case any part of the load has shifted during transit. All cases should be inspected before being lifted to avoid injury from broken fittings or other damage caused in transit. | Only the driver of the lorry is to open the vehicles loading doors. No wheeled item should be left unattended on the edge of any surface- tail lift, rear of truck or loading bay. Additional care to be taken with any wheeled items on any sloping ramps or tail lifts. All loads are to be inspected and deamed safe and secure prior to moving. Moving of items to be carried out | 2 | **Acceptable** |
| Use of Fork Lifts | Physical Injury | Crew, other contractors | 5 | 2 | 10 | Fork Lifts to be operated by licensed drivers only. Fork Lift drivers to have dedicated banksman for reversing and difficult manovers | All personnel on site to wear hi vis vests while fork lifts are in use . | | |
| Lifting of heavy objects | Strain from lifting heavy objects | Crew, other contractors | 3 | 3 | 9 | All objects should be assesed for weight, manoeuvrablity and handlability before lifting . Where possible materials handling equipment should be used to lift heavy items . | Where lifting is not possible with tail lift or materials handling equipment adequate number of crew are to be used to lift and manoeuvre heavy objects. Good housekeeping employed to keep the work area hazard free. All crew to wear adequate PPE. | 3 | **Acceptable** |
| Use of heavy plant equipment and Powered access | Physical injury | Crew, other contractors | 5 | 2 | 10 | All Plant and Access Equipment on site to be . Plant and Access equipment only to be operated by licensed personnel with licenses specific to the particular equipment. | All personnel on site to wear hardhats and high vis vests while access and plant equipment are being used on site. | 3 | **Acceptable** |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Running Cables | Electrical, slips trips and falls | Cast, Crew and other contractors | 4 | 2 | 8 | Equipment carefully prepared and electrically tested prior to installation.Cable routes planned in advance. No cables to cross Emergency Exit routes. | All cable runs to follow existing routes where possible. Cables to be secured in place. All floor cabling to be routed through non public access areas where possible. Cables to be matted when crossing pathways and/or abrasive surfaces. | 2 | **Acceptable** |
| Provision of Electrical distribution | Electrical, Fire | Cast, Crew, other contractors | 5 | 2 | 10 | All electrical distribution to come from existing building electrical installation. All new distribution equipment to be in modular "plug and Play" form conforming to BS 7909. | All distrubution and electrical equipment to be tested and protected against fault and overload conditions via use of RCDs. Specified electrical load of distribution equipment is not to be exceeded. Installation of power distribution to be overseen by qualified person supplied by equipment provider. | 3 | **Acceptable** |
| Use of Electrical Equipment | electric shock | Cast, Crew, other contractors | 5 | 2 | 10 | All electrical equipment and its use to conform to the Provision & Use of Work Equipment Regulations 1998 (PUWER 98). All electrical equipment to have current PAT certificate. | All electrical equipment to be in good condition to be visually inspected for any damage or potential malfunction prior to use | 3 | **Acceptable** |
| Use of powerd tools | Physical Injury | Crew, other contractors | 4 | 3 | 12 | All power tools to be in good condition to be visually inspected for any damage or potential malfunction prior to use..All Power tools and their use to conform to the Provision & Use of Work Equipment Regulations 1998 (PUWER 98). All crew working with power tools should be experienced and comfortable in their use. | All crew to wear adequate PPE. Use of power tools to be restricted to designated work areas | 2 | **Acceptable** |
| Rigging | Falling Objects | Crew, other contractors | 5 | 3 | 15 | All overhead Rigging to be carried out by qualified riggers in accordance with all relevant regulations. Riggers to provide own Risk Assessment | All personnel on site to wear hardhats and high vis vests while riggers are working on site. | 5 | |
| Use of ladders | Fall from height, falling objects | Crew, other contractors | 4 | 2 | 8 | All ladders to be in good working order and conform to BS EN131. All crew working with ladders should be experienced and comfortable in their use. | Ladder to be footed by a groundsman at all times when in use .Tallescope to be footed by two groundsman at all times when in use. Any tools used should be firmly attached to the user. No tools to be left on ladders. | 3 | **Acceptable** |
| Hanging/ fixing luminaires and AV equipment | Falling Objects | Crew, other contractors | 5 | 2 | 10 | All luminaires and AV equipment fixed securely to structure using appropriate fixings. All hanging fixtures to have an independent safety cable. The load must be correctly located and balanced. | Where possible equipment to be attached to rigging at working height. Only required personnel working in the area when fixtures are attached .All personnel on site to wear hardhats and high vis vests while overhead work is being carried on site. | 2 | **Acceptable** |
| Use of Stands and Supports | Trip Hazard, falling objects | Public, Crew and other contractors | 3 | 2 | 6 | Stands must be assembled correctly and placed on a flat, level surface<br>The load must be correctly located and balanced and the Safe Working Load must not be exceeded | Stands must be inspected before use and once erected.Once installation is complete a second person must inspect and agree that it is safe. stand legs and other supports must be clearly identified with white or hazard tape when vulnerable and placed in such a way that minimum damage will occur should they be knocked over. | 3 | **Acceptable** |
| Fire | Fire, burns, smoke inhalation | Rehearsal attendees & MIF employeesPublic, Crew and other contractors | 5 | 2 | 10 | Fire Exit routes and doors to be kept completely clear. A team member is tasked with ensuring fire exits are unlocked when anyone in the building.<br>Appropriate fire extinguishers are in place and kept unobstructed.<br>Suitable emergency evacuation procedures are in place and all MIF staff are informed of evacuation procedures by Salford University via an induction upon arrival in the building.<br>Adequate emergency escape lighting is provided.<br>Adequate fire escape route signage is provided.<br>The storage of combustible materials is adequately controlled and kept away from fire exit routes and doors. | Good housekeeping procedures observed.Flammability of sets, cloths or equipment to be checked and treated with an appropriate flameproofing substance if necessary.<br>If theatrical naked flame is required it is only used with prior agreement and fully supervised with fire fighting equipment on standby. All rehearsal attendees to be made aware of location of fire exits and meeting location in briefing. MIF team to ensure hey have a record of who is attending the event. | 4 | **Acceptable** |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| Movement of Large Set items and props | Physical Injury | Crew and stand-ins | 3 | 3 | 9 | All set items and props assembled by competent persons and checked for stability and movement. Large set items fixed to wagons on wheels. Counter weights used on wagons to balance weight. | Movement of set itemson stage carried out by dancer stand-ins - to be supervisied by stage management and/or stage crewat all times. Stand ins to be breifed as to how to move the set items safely. Movement of set items to be assessed by stage management and stage crew. Suitable footwear to be worn, gloves provided for handling items. stage area to be keep clear and free of trip hazards at all times. Cable runs in wings to be run overhead | 4 | **Acceptable** |
| Hanging Scenery | Falling Objects | Crew and stand-ins | 4 | 2 | 8 | All Scenery and Flown items to be hung only on dedicated scenery fly bars installed by riggers (2 x motorised fly bars, 1 x manual counterweight fly bar. All items to be fabricated to relevant standards and using approved fixings. | All items to be checked prior to flying. Immediate area to be clear of all non required personnel while the scenery is being lifted. | 3 | **Acceptable** |
| Use of Manual Counterweight fly bar | Physical injury, falling object | Crew and stand-ins | 5 | 3 | 15 | Counter weight system installed by riggers and competent persons, and checked by Techncial Director and Artangel Head of production. Counterweight system only to be used for lightweight scenery. Counter weight cradle is reduced size to avoid being able to load and lift heavy scenery. | Counterweight system only to be operated by trained personnel (Georg Bugiel, Danny Hones, Sam Collins) . Rope break to be used and locked at all times when system not in use. No other persons to operate system. | 4 | |
| Use of Motorised fly bars | Physical injury, falling object | Crew and stand-ins | 5 | 3 | 15 | Motorised fly bars installed by riggers and competent persons, and checked by Techncial Director and Artangel Head of production. Motorised flybars only to be used for lightweight scenery, and not to exceed the designed load of 2.5kN. | Motorised fly bars only to be operated by the following personnel - Georg Bugiel, Danny Hones, Sam Collins - who have been trained in its use by UKRigging. Motor control to be powered down and disconnected when not in use. Emergency stop to be used at all times between bar movements. Competent person to be used to watch bars in and out to ensure scenery and cables do not snag. | 4 | **Acceptable** |
| Access to roof | Physical Injury, falls | Crew and Creative team | 5 | 3 | 15 | Ramp access to roof to be locked at all times. Access only by scheduled arrangement with Artangel Head of Production or MIF Techncial Director. No other unauthorised access. Ramp has been cleared to allow easy safe passage. | Access to the roof to be supervised by Artangel Head of Production or MIF Senior Production Manager or Techncial Director. Head count of all personnel visiting the roof to be taken prior to access. All personnel entering the roof space to be breifed on safety and made aware of dangerous areas. No access to the fenced off areas on the roof - access only to ramp and designated roof top areas. All personnel to stay together as a group. Head count to be taken once all personnel have returned. Access door to ramp to be relocked. | 3 | **Acceptable** |

| | Likelihood (probability) | | | | |
|---|---|---|---|---|---|
| | 1 - Rare | 2 - Unlikely | 3 - Possible | 4 - Likely | 5 - Almost Certain |
| 5 - Severe | 5 | 10 | 15 | 20 | 25 |
| 4 - Major | 4 | 8 | 12 | 16 | 20 |
| 3 - Moderate | 3 | 6 | 9 | 12 | 15 |

| | | | | | |
|---|---|---|---|---|---|
| 2 - Minior | 2 | 4 | 6 | 8 | 10 |
| 1 - Insignificant | 1 | 2 | 3 | 4 | 5 |

Assesment carried out by

Sam Collins
Head of Production, Artangel

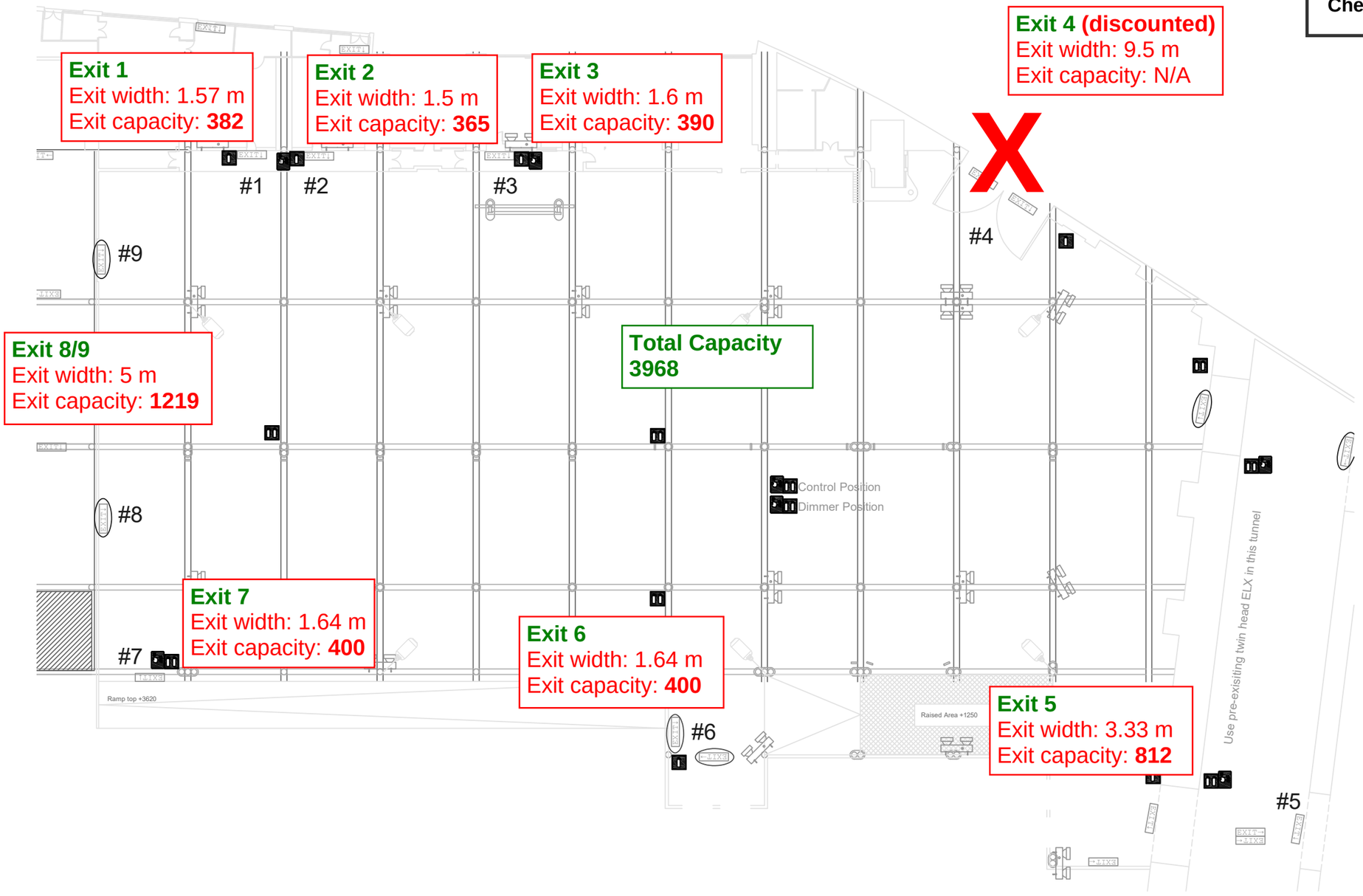
for and on behalf of Artangel

signed



Olsson Fire & Risk
CONSULTING ENGINEERS

| | | | |
|---|---|---|---|
| **Project:** | Mayfield Depot | | |
| **Title:** | Exit capacity mark-ups | | |
| **Revision:** | R1 | **Scale:** | NTS |
| **Prepared by:** | Alex Robinson | **Date:** | 03/09/18 |
| **Checked by:** | Max Rapenne | **Date:** | 03/09/18 |




**BS 9999:2017 risk profile:** B2
**Minimum exit width per person:** 4.1 mm

**Comments:**

- Calculations based on BS 9999, assuming a risk category B2 for occupants who are awake and unfamiliar (B), for a medium fire growth rate (2) considered typical of auditoria, seating areas and galleries.

- The largest exit, Exit 4, has been discounted from the capacity calculations. This exit would have a capacity of 2317.

- Width of exits based on sizing from information provided on the "Fire Door Widths in Mayfield Depot" document.

- All exit capacities have been rounded down to the nearest whole number.

# Mayfield Distribution Depot Muster Points

Primary Muster Point




Secondary Muster Point

MIF

# Mayfield Fire and Evacuation Procedure

# Everything That Happened and Would Happen

## Version 1

## Date 20th August 2018

**Overview of the Venue**

The performance takes place within the East Chamber of Mayfield, a former railway station, with dressing room provision located in Tunnel 10 and Audience Entrance through Tunnel 9.

There are 7 Fire Escapes from the main performance space as indicated on the Site Infrastructure Plan.

1. Exits from the North façade of the performance space, into an external passageway before final exit onto the public domain.
2. Exits from the North façade of the performance space, into an external passageway before final exit onto the public domain.
3. Exits from the North façade of the performance space, into an external passageway before final exit onto the public domain.
4. Large Double Yellow Doors Exiting directly onto Temperance Street (These open inwards)
5. Exits from Tunnel 10 into Tunnel 9 (marked as 5a) leading to a roller shutter (5b) that leads directly onto the street,
6. Exits from the south façade onto an external footpath, leading to the Grub Street courtyard before final exit onto the public domain.
7. Exits from the south façade onto an external footpath, leading to the Grub Street courtyard before final exit onto the public domain.

Additionally there is an internal vehicle ramp leading to the roof (on the south of the building), and an external vehicle ramp leading from the roof (on the north of the building) that exits out onto Fairfield Street adjacent to the Star & Garter pub.

The muster point is the triangle of land at the junction of Baring Street and Fairfield Street; the secondary point is the car park on the corner of Baring Street and Buxton Street (opposite Mayfield security gate)

The Emergency control point will be on Temperance St at the large yellow doors, providing a meeting point, in the event of an incident, for the management team and emergency services.

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**Evacuation Procedure, Non-Performance Times**

During non-performance times, there are seven Alarm Points located:

1. Control Position
2. Dimmer Position
3. Between Doors 1 & 2
4. Adjacent to Door 3
5. North End of Tunnel 10 (Dressing room complex)
6. South End of Tunnel 10 (Dressing room complex)
7. Adjacent to Door 7

Note: The alarm call points are not linked.

Due to the location of works, and level of occupancy during non-performance times only Exits 3, 4, 6 & 7 will be available, with the eliminated exit signs for the remaining doors being covered to avoid any confusion.

At the start of the working day, the site manager will unlock the fire escapes, hanging the locks and chains on the relevant hooks on the chain board in the site office. These should include the padlocks on the final gates to street level from exits 1, 2 and 3.

Each Monday Morning the state manager must test each alarm call point and lock the test results.

In the event of a fire being discovered, the nearest call point should be activated. On hearing the activation all work on site should cease, bringing working lights to full and turning off the sound system. If safe to do so electrical systems should be powered down.

The Stage Manager should lead the performers to the muster point.

The site manager should sweep tunnels 9 & 10 and continuing the sweep of the main space before exiting; and liaising with the emergency services and Mayfield security.

**Evacuation Procedure, Performance Times**

During performance time the venue is under the control of the Duty Manager in conjunction with the Site Manager and the Stage Manager.

At the start of work each day the Mayfield Site Manager or their designated deputy will make sure that all fire exits are unlocked and working, the shutter exit at baring street will remain closed but be easily raised from anyone inside should they need to evacuate through this exit. The Baring street exit is only to be used as a last resort exit if all others are not safe to use, all members of staff will be notified of this.

Any chains used to lock emergency exits must be removed and held in the Production office on a recognised board so that it is easily noticeable if one is missing. It is the Mayfield site manager's responsibility to check that they are all in position in the office prior to the public being allowed into the building.

If an incident is detected whilst the building is occupied are in the building any member of staff will immediately notify, via radio, the FOH manager using the code word "Mr Sands is in the building" and then state the location of the incident. Should the member of staff have not been issued with a radio they should immediately find a member of staff with a radio and inform them. Should it be safe for them to do so and they feel confident, once reporting the incident, they should return and attempt to tackle the incident.

Should an evacuation become necessary the FOH manager will put out a call via radios to notify all personnel that an evacuation is about to happen. The production manager will reiterate this through all show comms. The FOH manager will immediately make their way to the FOH control position and ask for the PA to be silenced, the houselights to be brought up and the event to be halted. An announcement will then be made via the in house sound system by the FOH manager or loudhailer should the power to the building have failed. Audience members will be asked to exit from the building as instructed by FOH team members and security staff.

## People at risk

People potentially at risk during an emergency evacuation are:

- Older people – many older people would benefit from the facilities made available for evacuating people with access requirements. Age is not equated to disability however, additional assistance will be provided to older users by the onsite medical team who will be tasked with looking after any vulnerable or frail patrons during the event.
- Less able bodied – this includes people with an obvious need such as use of a walking aid but also the very young and elderly who may be at a disadvantage in an emergency situation. Due to the nature of this event there will be no young person's allow entry.
- Wheelchair users and people with impaired mobility –. Care needs to be taken to include people in this group who have a temporary incapacity such as broken limbs or advanced stages of pregnancy – i.e. people who would not normally consider themselves disabled. The medical team on site will be tasked with helping and aiding anyone with a wheelchair or mobility issues and will take main responsibility for helping them in an evacuation.
- People with impaired vision – people with impaired vision need clear contrasting signage to assist them to evacuate. All fire signage should be clear and contrasting, FOH and security staff will give audible assistance to call people towards the exits they know to be safe. Additional security guards who are not manning exits or outside will assist people in their evacuation and help anyone they see who may be having difficulties or starting to panic due to the nature of the incident

It is not always possible to identify people with disabilities, as the disability is not always obvious or visible. Security and FOH staff should try to identify people who may be in need of extra assistance and tactfully and sensitively offer assistance. Should the offer of assistance be declined, staff should ensure that the person does manage to exit the building

# Everything that happened and would happen
# Mayfield
# Pre-Factory Event 10th- 21st July 2018

## Executive Team


John McGrath


Alex Byars


Mark Ball


Christine Cort


Fiona Gasper

## Gold

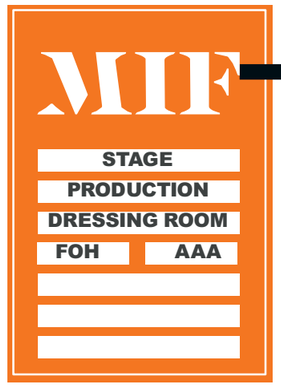



**AAA**
Allowed
to escort

## Cornflower Blue




**Staff**
FOH Only




**Day pass**
For use on
date specified
on pass only

## Green

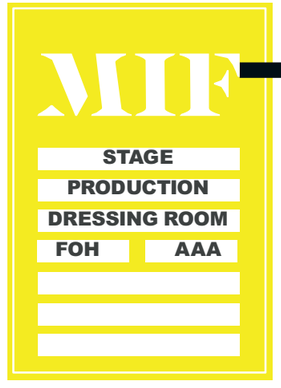



**AAA**

## Pink




**Volunteer**
FOH Only




**Day pass**
For use on
date specified
on pass only

All passes are non-transferable any damage or loss should be reported to artist liaison team 0161 817 4500

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| DETAILS OF LOST OR FOUND CHILD | | | DETAILS OF PERSON REUNITED | | |
|---|---|---|---|---|---|
| DATE AND TIME | PLACE LOST/FOUND | DESCRIPTION OF CHILD | NAME OF PERSON COLLECTING | ID SEEN | SIGNATURE |
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# Permit to Work – Hot Works

**For all operation involving flame, welding and hot cutting**

**This permit is valid only for the job described and the timescales provided**

**Description of work**

| |
|---|
| |

**Location of Work**

| Building | Floor | Room | Location |
|---|---|---|---|
| | | | |

| Date required (max duration 1 day) | | Valid From (time) | | To | |
|---|---|---|---|---|---|

**Contact Details** (method of contact)

| Mobile Phone | | Site telephone | | Co. Office No. | |
|---|---|---|---|---|---|
| Site manager | | | | | |

| | | | |
|---|---|---|---|
| Potential Hazards | | | |
| Control Measures | | | |
| Other Identified Hazards | | Controls Measures | |

**Mandatory Safety Requirements** *(See reverse for further guidance)* **Actioned**

| | |
|---|---|
| All areas to be checked and combustibles removed or protected before commencement of work | |
| All areas to be screened, protected, roped off as necessary and warnings signs displayed | |
| All systems associated with the work to be isolated, inclusive of smoke alarms | |
| Assistant to standby with fire extinguisher suitable for task. (Competent in use) | |
| Area to be checked/inspected for combustion **1 Hour** after completion of work | |

**Person entering work area**

| | |
|---|---|
| | |

| | |
|---|---|
| Permit issued by | |
| Permit Received by | |

# Permit to Work – Hot Works

**What is 'Hot Works'?**
All temporary operations involving open flames or producing heat and/or sparks, this includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing, and Welding.

**VALIDITY**
**Hot works permits are only valid for a maximum of 1 working day.**

**HOT WORKS CHECKLIST**
The Permit form guides you through the requirements, this is additional guidance.
Sprinklers and hose streams in service/operable. (Where applicable)
Hot Work Equipment in good condition (e.g., power source, leads, torches, etc. must be inspected prior to use to ensure they are fit for purpose)
Multi-purpose fire extinguishers (2) readily available.
Operative must be competent to use the fire extinguisher

**REQUIREMENTS WITHIN THE WORK AREA**
Area to be checked for combustible materials which must be removed before work can commence, this can include paper, cardboard, dust, lint, debris, flammable liquids and oily deposits. Floors swept clean.
Combustible flooring and other combustible surfaces must be protected with heat protection mats, or other suitable materials.
All wall and floor openings covered.
Walkways protected beneath hot work.
Explosive atmosphere in area eliminated.
Flammable liquids / gas cylinders removed from work area or stored appropriately
Area to be screened, protected and safety signs displayed

**WORK ON WALLS OR CEILINGS**
Combustibles moved away from other side of wall.

**FIRE WATCH/HOT WORK AREA MONITORING**
Fire watch must be provided during and for a period of 1 hour after work, including any coffee or lunch breaks, remember that adjacent surfaces need to be checked. (Walls, ceiling voids etc.)

**COMPLETION OF WORKS AND FIRE WATCH**
Ensure that any fire alarms protection devices have been removed and returned.

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Mayfield Fire Alarm Checklist

Date:_____

Completed by: _____

| Number | Tested | Signed | Issues Reported / Notes |
|---|---|---|---|
| F3 | | | |
| F4 | | | |
| F7 | | | |
| F11 | | | |
| F12 | | | |
| F13 | | | |
| F17 | | | |

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Pre-Factory Events Site Induction Briefing

Prior to starting work on site all staff must receive, and sign for, a site induction briefing to ensure they are aware of the safety and security procedures of the Mayfield Site.

- All staff on site should be wearing accreditation passes. Challenge anyone that isn't and escalate via the Site Manager if necessary.
- The West Chamber contains dangerous walls to the south side. These shouldn't be explored under any circumstances. They are heresed off – anyone found exploring will be escorted off site.
- Only accesses to the West Chamber should be via the roller shutter for the purposes of working with the large incoming mains supply.
- Do not explore the wider site. The East Chamber and the three associated tunnels are known to be safe and suitable for your use.
- Do not go past the wooden wall on the access ramp to the roof unless accompanied by the Production Manager or Site Manager.
- There are fire alarm call points on either side of the building, in the dressing room complex and at the control and dimmer positions.
- Should you discover a fire these should be activated using the break glass.
- They are not linked – so only one will sound. Stop all works, bring the work light to full and evacuate the building.
- Point out usable fire exits (#3, #6, #7, yellow doors)
- The muster point is the triangle of land at the junction of Baring Street and Fairfield Street.
- The secondary point is the car park on the corner of Baring Street and Buxton Street (opposite Mayfield security gate)
- In the event of an evacuation only tunnels 9, 10 and the east chamber will be swept by the site team.
- Do not leave valuables around, please keep them with you or locked in one of the offices.
- During site build, please wear PPE.
- Keep the yellow door shut! Please close it after deliveries.
- First Aid provisions are at the MIF site office, please report any accidents or near misses to the Site Manager
- Toilets are by security or in Tunnel 10
- Brew facilities in Tunnel 10, help yourself! Let us know if supplies are running low. Fridge there to put your food too.

Briefing Delivered by: …… Date: ……

MIF

Pre-Factory Events Site Induction Briefing

I have received and understood the pre-factory site induction outlined overleaf.

| Print Name | Sign | Print Name | Sign |
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**FOH MANAGER'S REPORT**

| | |
|---|---|
| **Production** | |
| **Venue** | |
| **Date** | |
| **Performance Number** | |
| **Audience Size** | |
| **Start Time** | |
| **End Time** | |
| **Total Running Time** | |

| | | | |
|---|---|---|---|
| **FOH / Venue Manager:** | | **Deputy Manager:** | |
| **No. of FOH Stewards** | | | |
| **Security Supervisor:** | | **No. of Security:** | |
| **Medic on Duty:** | | **Volunteers Team Leader:** | |
| **No. of Box Office Staff** | | **No. of Volunteers:** | |
| **Bar Manager:** | | **No. of Bar Staff** | |

---

**FOH TEAM FEEDBACK:**

**CUSTOMER FEEDBACK (AS TOLD TO FOH):**

**INCIDENTS:**

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**MAJOR INCIDENTS:**

**ACTION REQUIRED:**

**GENERAL NOTES:**

**FOH MANAGER'S RECOMMENDATIONS:**

SIGNED: FOH MANAGER:

MIF

| DETAILS OF PROPERTY | | | DETAILS OF PERSON COLLECTING | | |
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