

Tipi Method Statement & Risk Assessments



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HEALTH AND SAFETY POLICY STATEMENT

All About Me Marquees & Events believes that the effective management of health and safety is an essential element within its overall business plan. An effective and practical health and safety ethos is reflected in high productivity and quality standards.

Our employees are our most important asset, and we are wholly committed to safeguarding their health, safety and welfare at all times. We also believe that from an economic viewpoint, early prevention is not only better; it is also more cost effective than a later cure. There is no conflict between humanitarian and commercial considerations. Profits and safety do not compete, they go hand in hand. High health and safety standards make sound commercial sense. Health and safety should never be compromised for any other objectives.

From the legal perspective, we are committed to full compliance with all health and safety legislation. Whenever it is reasonably practicable and appropriate, we will strive to set standards beyond our statutory obligations. We will monitor and review our processes and procedures on an ongoing basis, in order that potential improvements in our health and safety standards can be recognised and implemented.

Our intentions are:

- ✓ To provide adequate and effective control of the health and safety risks related to our work activities, our resources and our equipment;
- ✓ To involve our employees in consultation on matters affecting health and safety, and to encourage a free exchange of views and concerns;
- ✓ To provide and maintain safe resources and equipment;
- ✓ To ensure the recognition and safe handling and use of substances that might constitute a health or safety risk;
- ✓ To provide our employees with the appropriate information, education and supervision to ensure that they are competent in their duties;
- ✓ To do everything that is reasonably practicable to prevent accidents and instances of work-related illnesses;
- ✓ To maintain a safe and healthy working environment;
- ✓ To review and (where appropriate) revise this policy regularly, and to assess its ongoing effectiveness.

Signed on behalf of All About Me Marquees & Events:

Name:

Position:

Date:

TIPI ERECTING AND DISMANTLING

The Directors and Operation Manager are responsible for ensuring where possible a written survey of each site is carried out as early as possible in the run up to an event and before the tipi is erected. the site survey is given to the Crew Chief and communicated to all staff on site with a tool box talk, making them aware of any potential issues prior to either arrival on site or commencement of the build.

The assessment should cover issues such as

Vehicle access	Overhead & underground power line
Carry distance	Ground condition
Marquee size	Existing structures, trees, flower beds
Available space	Special requirements

Particular care must be taken when working with long ladders, wooden framework etc, these must be carried horizontally to the work areas

Ensure all ropes, tensioners etc, are in good working condition- do not use any that are damaged, frayed or worn.

Never stand beneath the tipi as it is being lifted into position, always stand well clear if not directly involved in the lifting operation, so if the tipi were to fall you are able to move easily out of the way.

Hard hats must be worn during erection and dismantle, when lifting, carrying, pushing up frame and components, hard hats may also be required during other work activities where there is a risk from falling objects on site

Exposed stakes must be marked or roped off.

Flooring must be evenly laid and checked for obvious trip hazards. Carpets must be securely fixed to the floor.

All Vehicles must be driven slowly around build sites.

All erections, and dismantling work must be stopped in high winds under instruction from Crew Chief, Operation Manager or Directors

All erection work is checked on an ongoing basis by the Crew Chief, with a final check before handover to the event organiser.

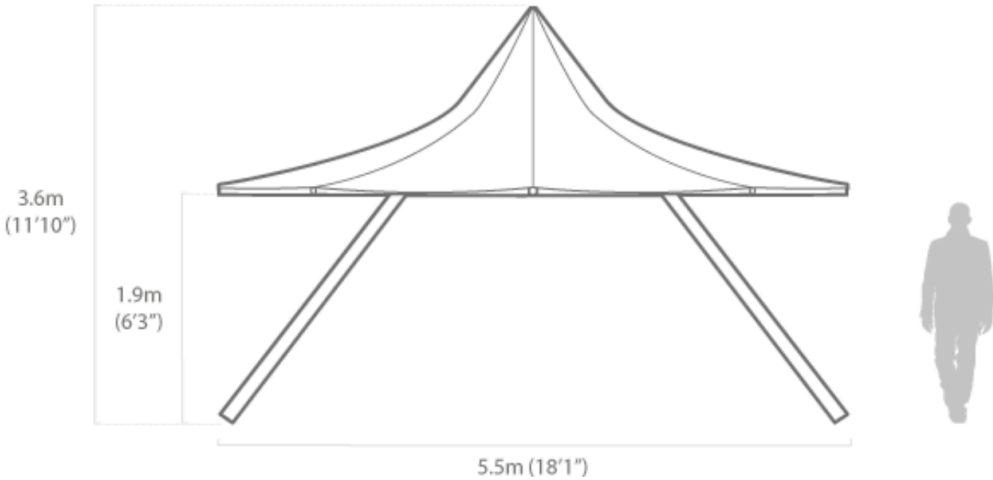
The Director and operation manager will perform spot checks to ensure that all company processes and practices are being followed in a safe manner, unsafe practices may mean the site work is stopped until practices can be made safe. Further training will be given to ensure that work on site is kept efficient and safe.

ERECTING TIPI TENTS

Tipi Span	Style	No. of Crew Manually
Nimbus	Tentipi	2
Cirrus 40	Tentipi	3
Stratus 72	Tentipi	4

NIMBUS

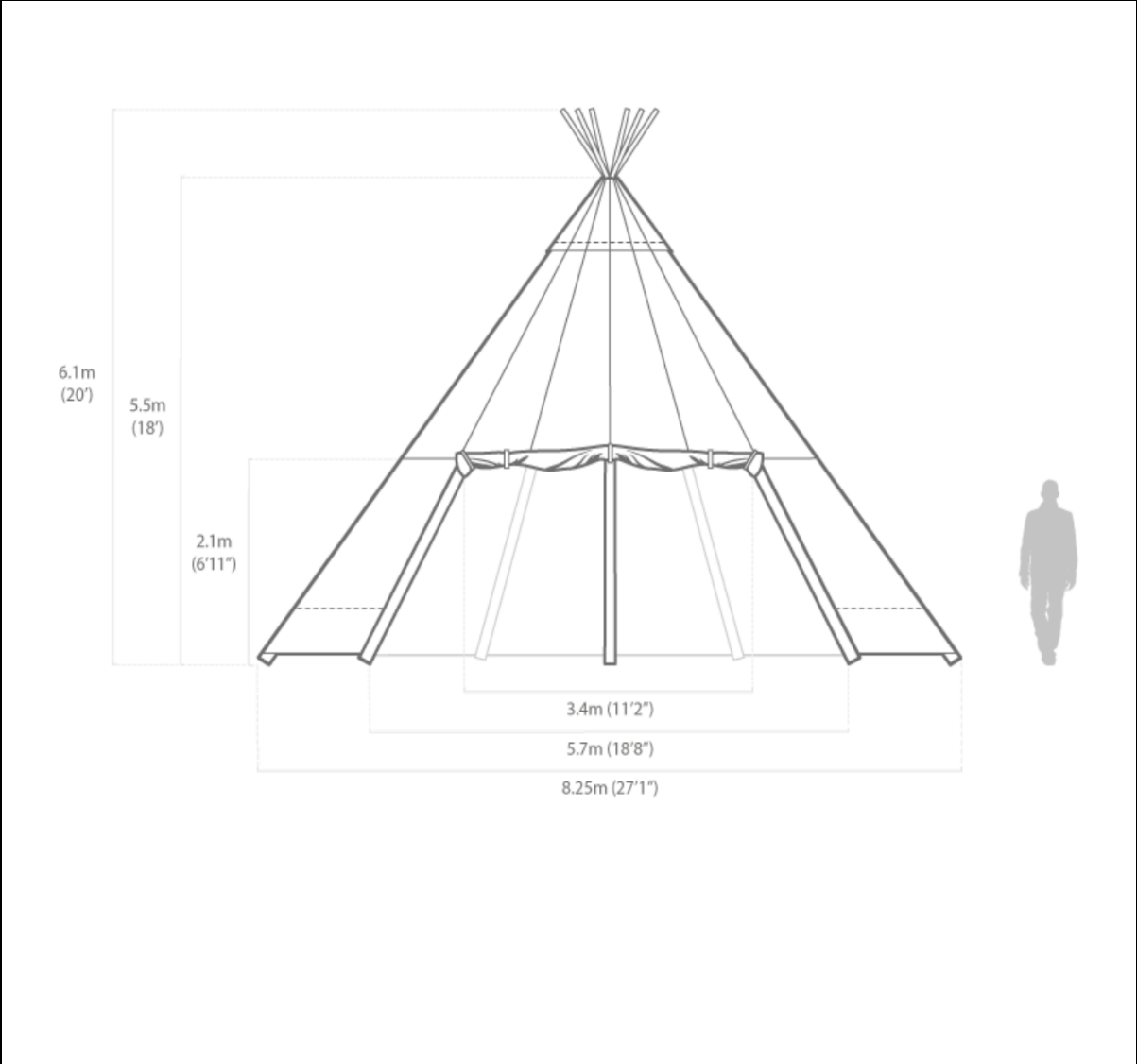
Technical Specification		
Capacity	Standing:	30 People
	Seated:	16 at 8 to table
	Seated:	12 at 6 to a table
Dimensions	Diameter	5.5m (18')
	Covered area	24m ² (258 sq ft)
	Height:	3.6m (11'10")



The diagram illustrates the Nimbus Tipi tent structure. It features a conical roof supported by a central pole and four outer poles. The diameter of the tent is 5.5m (18'1"). The height of the tent is 3.6m (11'10"). A human silhouette is shown next to the tent for scale. The diagram also indicates a height of 1.9m (6'3") for the lower section of the tent.

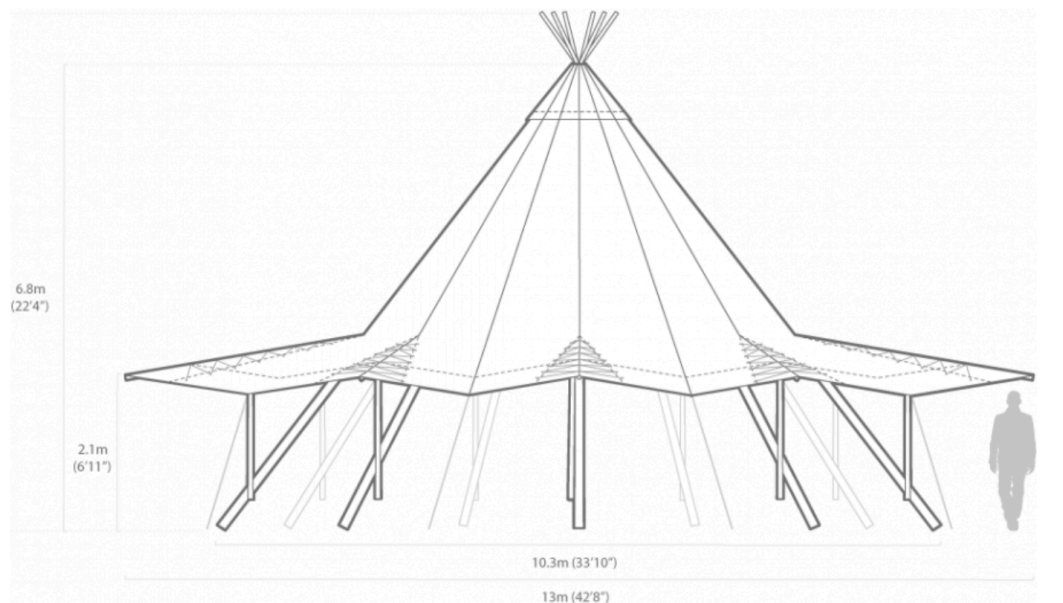
Cirrus 40

Technical Specification		
Capacity	Standing:	50 People
	Seated	40 at 8 to a table
	Seated	30 at 6 to a table
Dimensions	Diameter	8.25 (27'1")
	Covered area	49m2 (527sq ft)
	Height	6.1m (20')
	Main pole Thick end	90mm
	Main Pole Thin end	60mm
	Cross pole thick end	50mm
	Cross pole thin end	50mm



Stratus 72

Technical Specification		
Stratus 72 with sides down		
Capacity	Standing:	80 People
	Seated:	72 at 8 to table
	Seated:	54 at 6 to a table
Dimensions	Diameter	10.3m (33'10")
	Covered area	83m2 (893 sq ft)
	Height:	7.4m (24'3")
Stratus 72 with sides up		
Capacity		
	Standing	140 people
	Seated	128 at 8 to table
	Seated	96 at 6 to table
Dimensions	Diameter	13m (42'8")
	Cover area	132m2 (1420 sq ft)
	Height	7.4m (24'3")
	Main pole Thick end	97.5mm at the end and 97.5mm measured 205cm from the end
	Main pole Thin end	60mm measures 15cm from the end
	Cross Pole	65mm
	Roof pole thick end	85mm at the end and 85mm measured at the roof support pole fixing point
	Roof pole thin end	75mm
	Roof Support Pole	45



Sequence Of Works To Erect Stratus 72

1. Arrive at site and make presence known with the site contact.
2. Attend a site induction if required. If not, the supervisor will inform all personnel of the rules and requirements for the site.
3. The exact location of works to be identified.
4. Agree with the Client the exact location for the storage of materials.
5. Suitable barriers will be erected if required to prevent unauthorised access to the storage and work areas.
6. The client is to advise of any overhead and/or underground services. CAT scanning is performed if required.
7. The vehicles will be moved and parked as close to the work area as is safely possible.
8. High Visibility fencing will be used where required to ensure no public access to the working site.
9. Adequate security may need to be maintained by the client to reduce the risk to the general public.
10. Equipment is to be unloaded from the van using two-man lift where possible.
11. A 'quadpod' will be formed, lifted into place and staked.
12. A pulley rope will be used to lift the long ladder into place.
13. One operative wearing a harness and connected to a fall arrest rope will climb the ladder.
14. The operative on the ladder will be assisted by an operative on the ground to hoist the remaining main poles into position.
15. A step ladder will be used to secure the cross poles between the main poles.
16. The ends of the main poles will be staked using hand tools.
17. One operative wearing a harness and connected to a fall arrest rope will climb the long ladder to fit the canvas raising arch to the top of the radial frame.
18. The operative on the ladder will be assisted by an operative on the ground to hoist the canvas up and over the structure.
19. The bottom edge of the canvas will either be staked to the ground using hand tools or poles will be fitted between the main poles and the bottom edge of the canvas, as per client's requirements.
20. Using a step ladder the canvas will be secured to the main poles with straps.
21. One operative wearing a harness and connected to a fall arrest rope will climb the long ladder to fit the smoke cap and top poles.
22. Flooring, furnishings, fire pits and lighting will be placed as per the client's requirements.
23. Generators will be supplied and installed either by a competent third-party contractor who will supply their own RAMS or our self's.
24. On completion of our works the areas will be left clean and tidy.
25. A quality inspection will be carried out with the Client and a Company representative on completion of our works.
26. Any issues raised during the erection of the structures should be identified and notified to customer/client as part of the handover.
27. Items such as roots sticking up or any potential trip hazards should be clearly identified to ensure no trip hazards are present.
28. All warning barriers and signs will be removed.

Sequence Of Work To Erect Cirrus 40

1. Arrive at site and make presence known with the site contact.
2. Attend a site induction if required. If not, the supervisor will inform all personnel of the rules and requirements for the site.
3. The exact location of works to be identified.
4. Agree with the Client the exact location for the storage of materials.
5. Suitable barriers will be erected if required to prevent unauthorised access to the storage and work areas.
6. The client is to advise of any overhead and/or underground services. CAT scanning is performed if required.
7. The vehicles will be moved and parked as close to the work area as is safely possible.
8. High Visibility fencing will be used where required to ensure no public access to the working site.
9. Adequate security may need to be maintained by the client to reduce the risk to the general public.
10. Equipment is to be unloaded from the van using two-man lift where possible.
11. The main poles will be laid out on the ground.
12. The apex will be lifted into the air using a team lift to form a 'quadpod'.
13. Cross stays will be secured between the main poles.
14. The ends of the main poles will be staked using hand tools.
15. The canvas will be draped over the top.
16. Straps will be secured from the brim to the ground.
17. Flooring, furnishings and lighting will be placed as per the client's requirements.
18. Generators will be supplied and installed either by a competent third-party contractor who will supply their own RAMS or our self's.
19. On completion of our works the areas will be left clean and tidy.
20. A quality inspection will be carried out with the Client and a Company representative on completion of our works.
21. Any issues raised during the erection of the structures should be identified and notified to customer/client as part of the handover.
22. Items such as roots sticking up or any potential trip hazards should be clearly identified to ensure no trip hazards are present.
23. All warning barriers and signs will be removed.

Building A Nimbus

1. Unfold the canvas on the ground with the inside uppermost. You can identify the inside by the black webbing squares at the corners
2. Unscrew the top cap and place the main pole set so that the end where they are connected together is at the centre of the canvas
3. Fit the chain to the hook on the metal bracket where the main poles join
4. Fold the canvas around the poles
5. Screw the top cap to the main pole set
6. Secure the thick end of the main pole set so that it cannot slip and lift from the other end
7. Continue until the poles are upright
8. Then gradually start spread the poles out
9. When the main poles are in roughly the correct position take the long cross pole and hook the L shaped bracket at the end onto one of the D ring in the edge of the canvas
10. Find the D ring exactly opposite and stretch the canvas to get the D ring other end of the long cross pole it may be quite tight if so a useful technique is to put a strap or a cord through the D ring over the L shaped Bracket
11. Take a band pin with strap fitted and use it to connect the long cross pole to the main pole. You will find a hole in each of them to allow the band pin to fit through
12. Tighten the straps and tuck the loose end away
13. Take another band pin and repeat the process on the other end of the long cross pole connecting it to the opposite main pole
14. Fit the short cross poles with the holes
15. Secure the main poles
16. Fit straps to short cross poles

Building A Stratus Or Cirrus

1. Mark the tripod
2. Lay out the main- poles
3. Raise the quadpod
4. Raise the remaining main- poles
5. Fit the cross-poles
6. Raise the main-canvas
7. Fit the roof-poles
8. Fit the wind poles
9. Fit the smoke- cap- canvas and top-poles
10. Secure the Stratus canvas
11. Secure the Cirrus canvas
12. Final checks

Stratus To Cirrus Link

1. Check that all the up-gussets are fully opened all the way along their length, and that there are no pinch points. Check that the piece of gusset-cord coming out of the bottom two D-rings is stowed neatly in the gusset-bag. These things should have been done when you last removed the main-canvas, but it is worth checking now, just in case. If the up-gussets are not fully opened, it is likely that you will get ponding when the link is made.
2. Hammer 60cm Hook-stakes (or other stakes appropriate to the ground conditions) half way into the ground. Get them close the edge of the tent so that they do not present a trip hazard.
3. Choke a loop-buckle-strap around each Hook-stake then hammer the Hook-stake all the way into the ground so that the head is flush with the ground (to prevent a trip hazard)
4. Fully open the two zips either side of the Cirrus roll-up-panel.
5. Clip an 11m-clip-strap to each of the D-rings shown on the Stratus, connect them to the appropriate loop-buckle-strap, but leave them loose for now.

6. Lay out the linking-pole between the two tents, alongside the two-touching main- poles.
7. Use the same process to raise the linking-pole described in Step 8.5 of Stratus 72 pair-to-pair link, except that the end of the linking-pole that projects into the Cirrus must be strapped onto the main-pole approximately 1 metre above the cross-pole.
8. Use a square-lashing technique and make sure that the strapping is very tight so that the pole cannot move.
9. The other end of the linking-pole rests on the Stratus cross-pole, hard up against the Stratus main-pole. Strap the linking-pole to the Stratus main-pole.
10. Choke a 2m-loop-strap around the cross-pole in the Stratus, right next to the linking-pole.
11. Connect a clip-buckle-strap to the central D-ring on the roll-up-panel of the Cirrus.
12. Connect the two straps and tighten so that the Cirrus roll-up-panel is pulled along the linking-pole, underneath the Stratus main-canvas. Pull it until all the main wrinkles are removed.
13. Make the link and secure the main-canvases
14. Go outside and tension the external straps fitted. Do this by pulling in the slack near the hook-stake. As you apply the tension, make sure that the main- canvas of the Stratus is working its way over the top of the main-canvas of the Cirrus without getting caught.
15. Do not make the straps super tight just yet, we will come back and adjust them again a little later.
16. Choke 2m-loop-straps around the main-poles and cross-poles in the Stratus shown and, using a clip-buckle-strap, connect them to the D-rings on the Cirrus.
17. There are four more straps to fit to the Cirrus now, prior to fitting the covering canvases. Use a 3m-clip loop-strap connected to a clip-buckle-strap in each case.
18. They will all be connected to a stake in the ground just outside the Stratus later on, but for now just have them hanging loose.
19. Fit two of the straps to the D-rings in the corners of the Cirrus roll-up-panel and feed them behind the Stratus main poles.
20. Fit the other two straps to the D-rings at the bottom of the roll-up-panel zips... and pull them out round the outside of the Stratus so that the Cirrus canvas is pulled around the outside of the Stratus.
21. Fitting the covering-canvases is essentially the same as for a pair-to-pair link except for the positioning of the top straps and the bottom edge of the covering-canvas rising off the ground inside the Cirrus.
22. The process to fit one covering-canvas is described here. Repeat it in mirror image for the other side
23. Choke a 3m-loop-strap around the main-pole of the Cirrus, well above the cross- pole. Ensure that is hangs down behind the cross-pole.
24. Choke a 3m-loop-strap around the main-pole of the Stratus at the height of the cross-pole. Ensure that is hangs down behind the cross-pole
25. Unroll the covering-canvas, so that it runs between the main-canvas and the main- poles and connect the top corners to the two 3m-loop-straps.
26. Tension the straps to stretch the covering-canvas but take care not to pull too tight or the covering-canvas may rip.
27. Using a 2m-loop-strap and clip-buckle-strap, stake the bottom corner of the covering canvas to the ground inside the Cirrus.
28. If it is expected to be windy, you can fit additional straps to the D-rings along the short edge of the covering-canvas, stretching the covering-canvas out to the next main-pole.
29. Using a 2m-loop-strap and clip-buckle-strap, tension the middle D-ring at the other end of the covering-canvas to a Stratus main-pole.
30. Strap the other two D-rings along this edge too if you expect windy conditions.
31. Use 2m-loop-straps with clip-buckle-straps connected to 60cm hook-stakes (or other stakes appropriate to the ground conditions) to secure the remaining 2 Stratus gussets to the ground.
32. Use 60cm stakes (or other stakes appropriate to the ground conditions) to pin the corners of the covering canvases that are in the Stratus to the ground. Connect the straps fitted to these stakes...
33. ...hammer them all the way into the ground and tension the 4 straps.
34. Stake the other D-rings along the exposed bottom edge of the covering-canvas to the ground with a 45cm stake (or other stake appropriate to the ground conditions).
35. Finally, pin the central D-ring of the Stratus panel to the ground, and the D-ring next to the Cirrus main-pole to the ground.
36. Go around the outside of each tent and use a 45cm stake (or other stake appropriate to the ground conditions) to pin every D-ring in the down-panels to the ground.
37. Go around the tents, inside and out, tightening straps and tying off the loose ends. Small adjustments to strap tension can make a big difference to the number of wrinkles in the structure – but don't expect to be able to remove every wrinkle.

38. Very importantly, spend time looking at the roof of the tent in the area of the link, both from inside and from outside. Convince yourself that rain falling anywhere on the structure can “fall” away and not cause ponding. If you are not convinced, make whatever adjustments are necessary. Never leave a tent where the possibility of ponding exists.

Stratus Pair To Pair Link

1. Connect main canvas to roof poles
2. Close and pin the down gussets
3. Ensure the up gussets and transitioning gussets are fully open
4. Fit the external straps
5. Fit the joining pole
6. First stretch of the lower tent main canvas
7. Tension the external straps
8. Pin the transitioning gussets
9. Stake the down panels
10. Secure main canvas to main poles
11. Secure main canvas to radial frame
12. Raise roof poles
13. Adjust transitioning gussets
14. Fit internal straps
15. Fit the joining canvas
16. Fit straps to up panels
17. Fit straps to transitioning panels
18. Final tighten & fall check

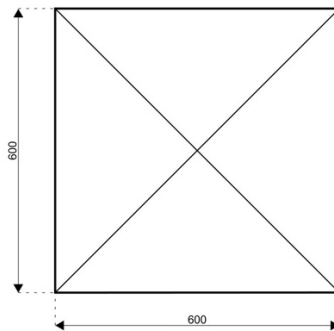
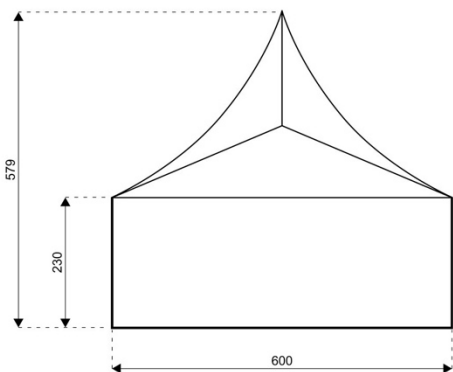
Stratus Triangle Link

1. Connect main canvas to roof poles
2. Close and pin the down gussets
3. Pin the transitioning gussets
4. Ensure the up gussets and transitioning gussets are fully open
5. Raise roof poles
6. Position hook stakes and fix external straps to the front
7. Fit external straps in the area of the link
8. Fit the joining poles
9. Fit first internal straps to tent 3
10. First tension of the external straps
11. Fit internal straps to tent 1
12. Fit remaining internal straps to tent 3
13. Second tension of the external straps
14. Secure main canvas to main poles
15. Secure main canvas to radial frame
16. Adjust transitioning straps
17. Stake the down panels
18. Fit the joining canvas
19. Fit straps to up panels
20. Fit straps to transitioning panels
21. Final tighten & fall check

INSTALLING & DISMANTLE OF PAGODA MARQUEES

Marquee Span	Style	No. of Crew Manually
6m	Pagoda	3

6m Pagoda

Technical Specification	
Eave Hight	2.30m
Span Width	6m
Peak Height	5.79m
Ridge Height	3.77m
Bay Distance	6m
Roof Pitch	20°
Longest component	5.90mm
Minimum Length	6m
Maximum length	Unlimited in 6m increments
Max allowed wind speed	80km/h (0.30kN/m2)
	
	

Pagoda Frame

1. Remove the locking bolt from the top of each leg. Fold the eave connector so it sits at 90 degrees to the leg, and lay on the ground repeat with the other legs
2. Lay out the four eave beams and four legs on the ground using the position marked out earlier
3. Connect eave beams onto the eave connectors of legs
4. Make sure that all the eave beams have been pushed all the way onto the eave connectors
5. secure each of the eave beams to the eave connectors using the M10 nuts, bolts and washers provided
6. Slid the four roof tubes onto the eave connectors and fit the spider to the four roof tubes. The easiest way to fit the spider is to insert the opposite roof tubes together. Turn the adjuster on the spider so that the spider is at its minimum height.
7. Unfold it over the roof tubes. Have someone stand by the spider with their hand covering its sharp edges at the canvas is taken over the spider. This is important to avoid rips. The canvas has a ply disc in the centre. It should be sitting on top of the spider once the roof is in position.
8. Underneath the roof canvas, fit the centre pole and top cap to the spider. Ensure that the plywood disc on the roof canvas is sitting on the top cap
9. each eave beam is 6m/19'8" long. Each locking channel is half that. So, we use two locking channels per eave beam. Slide to locking channels on to the keder along one side of the roof canvas. Clip it over the edge of the eave beam. Repeat this process on the opposite side of the roof canvas then repeat this process for the other two sides
10. Make sure the corners are aligned
11. Start by kifting one side the legs should slowly fold down as you lift but you may need to help them, slightly. Once the legs are fully extended, lock them in place with the locking plate and refit the M10 bolt
12. With the tent up on two legs you can tension the roof cover by turning the ring n the bottom of the spider in a clock wise direction **MAKE IT JUST TIGHT NOT SUPER TIGHT**
13. Once you have tensioned the roof canvas lift the other side and lock the other two legs in position
14. Slide the keder wall in to the keder slot in the legs making sure you have the T-fittings at the top. The slide the T fittings into the open slot in the bottom of the eave beam repeat this with the other half of the wall making sure it is the opposite piece
15. To close the wall up pull both walls to the centre and lace together by inserting the lace through the next eyelet and first lace. When you get to the bottom tie it off
16. Insert the ground rail into the pocket at the bottom of the wall and slide it along
17. Make sure you put r-pins in to the ground rail to connect them to the base plate
18. Pagoda can be joined together with the use of a gutter and leg infills. These are installed along the roof and the leg grooves between the pagodas to make a water tight seal.
19. The dismantle of a pagoda is carried out in reserve of the steps above

INSTALLING & DISMANTLE OF ACCESSORIES

Tipistar

1. Remove the R pin from the end of the cross pole to the left of the main pole and disconnect the cross pole from the main pole.
2. Place the wire loop of one of the 9 wires over the cross pole male fitting. Refit the cross pole to the main pole, securing it with the R pin.
3. Move to the left, missing out one main pole.
4. Remove the R pin from the end of the cross pole to the right of the main pole and disconnect the cross pole from the main pole.
5. Place the adjustable end of the wire over the cross pole male fitting.
Refit the cross pole to the main pole, securing it with the R pin.
REPEAT for the other 8 wires, starting from the different main pole each time.
6. Tighten all nine of the adjusters by hand.
7. Tighten each adjuster bit by bit, working around the tent to ensure the tension is spread evenly around the Nordic tipi.

Dandura Matting

1. Lay plastic membrane first
2. Roll out the lengths of matting and overlap the joins. The matting should be pinned into the surface below with carpet pegs or 6'' nails to stop the matting from blowing away and to remove any trip hazard
3. 5x 10m matting do a stratus and 4x 10m mattings do a cirrus 40
4. Matting should not be laid on a solid surface as there is no way to secure it unless you can staple or screw it

Installing Doors

1. Fit raising arms
2. Fit the corner poles
3. Lay out the door frame & ridge pole
4. Raise the door Frame
5. Fit the eave poles
6. Check alignment
7. Hang the wall canvas
8. Slot in the keder
9. Roll up canvas door
10. Tighten the wall canvas
11. Fit the infill panels
12. Hang door
13. Strap to the ground
 - Between the bottom of the door frame and corner pole – left and right (2x)
 - Just outside the corner poles (2x)
 - Along each transitioning panel underneath the central D-ring (2x)
 - Along each transitioning panel underneath the D-ring to the side of the central D-ring (2x).

Installing Wallflex

1. Fit raising arms
2. Fit the corner poles
3. Fit the remaining poles
4. Fit the wall canvas
5. Fit the infill canvases
6. Strap to the ground
 - Just outside the central support pole (1x)
 - Just outside the bottom of the two wall canvas zips (2x)
 - Just outside the corner poles (2x)
 - Along each transitioning panel underneath the central D-ring (2x)
 - Along each transitioning panel underneath the D-ring to the side of the central D-ring (2x)

Installing Walkway

1. Build first frame
2. Build second frame
3. Prop up the first frame
4. Complete frame
5. Build additional bays
6. Fit roof canvases
7. Fit gable ends
8. Hang the walls
9. Fit ground rails
10. Form a gutter
11. Fit walkway infill panels
12. Fit bracing

Installation Of lighting & Electrics

1. All electrics must be PAT tested and in date before being used. All About ME marquees and events have their own PAT testing equipment and key staff are trained to carry out the PAT testing of all electrical items.
2. All electrical equipment should be visually inspected before going out onto site, any items found to be damaged or defective should be quarantined or replaced.
3. Before any electrical equipment is installed on site, details of the power sources should be obtained and inspected. Site staff should make sure that the power sources will not be overloaded dependant on overall requirements the sources should either be split between multiple points or a generator sourced to provide a suitable supply
4. When running cables ensure there are no trip hazards to any surrounding pathways or access points. If cabling is to run across a pathway then it should either be covered with a cable ramp or raised above the path with use of a cable gantry. If cables are to run over a roadway then any cable ramp being used must be suitably rated for vehicles
5. When running cabled through a marquee, excess cable should not be coiled up into a thick coil. The reason is that this can cause an excessive build-up of heat within the coil. Try spreading out the cable over a longer distance
6. Complex electrical set ups should be routed through the appropriate distribution board.
7. Make sure that any cabling being run is no more than 30metres from the sources as the voltage will drop and affect the equipment being run from it
8. Lighting units should be positioned so that they are not in contact with any fabric or materials as prolonged contact with a surface could cause melting as prolonged contact with a surface could cause melting or eventually fire

Installation Of Stage

1. Staging can be installed up to a height of 600mm without the requirements of a handrail, anything over 600mm would need to have a suitable handrail system in place on 3 sides.
2. Step access would be required on a stage height over 150mm which a standard step height is. Any higher than 150mm the stage height should be increased in increments of 150mm so that step access being installed will not have odd step off height.
3. Staging is modular system and when the correct leg height has been inserted into the leg sockets or clamps the sections should be turned and then placed side by side. Connectors should be slipped into the side rails at each end of the stage section, locking the sections together
4. Staging is best installed on a solid level surface. If this is not the case, then thick packers should be placed below each leg base plate. If the stage has adjustable legs then these should be used to level the structure, if the stage does not have these then packers should be used instead
5. Step access and handrailing should be secured to the main structure with the appropriate locking bolts
6. Steps should be visible. If the stage has a black finish, then step edges should be highlighted with white or hazard tape

Installation Of Dance Floor

1. A parquet dance floor that installed in pre-made section
2. Parquet dance floor- This must be laid onto carpet or bare timber flooring; the carpet stops the floor section from sliding. Edging and corner pieces must be used on all dance floors to limit any trip hazards make sure you peg the edging down
3. Dance floor areas should be positioned carefully to minimise any conflict with access points or queuing to the likes of bar areas etc.

Installation Of Heating

1. All heater units should be thermostat controlled and tested prior to installation/used
2. Medium to large heater units should always be indirect so that the unit is run outside the marquee with the heat ducted in
3. Diesel heater unit should always be installed at a point in the marquee where access can be easily gained to refuel. Fuel must always be stored in a suitable bunded tank or container.
4. Where the ducting goes through the tipi side and connects to the back of the diffuser, this should not be in contact with any flammable materials. All tipi canvas are flame retardant but finishes by third parties may not be, **ALWAYS CHECK**
5. Make sure that the ducting is not pinched in any way that restricts airflow
6. Ensure that the chimney is in place and that it comes with an appropriate rain deflector.
7. The heater unit should be switched on at the main isolator switch and then the start button depressed until the unit turns over and then runs. Once the heater is up and running the unit should never be switched off at the main isolator switch but by turning the thermostat until inside the marquee down to zero. This will put the heater into cool down mode where the fan will run but not the burner. Once the unit is cooled the fan will shut off and the main isolator can be turned off.
8. In very wintry conditions it is recommended that either a heater is left running overnight at a low temperature as this reduces that effects of condensation or the heater should be started a couple of hours before the event to help to help remove any condensation that has built up
9. If snow is forecast, then the inside of the marquee must be kept at a minimum temperature of 12 degrees at the ridge height. This is to stop the build-up of snow on the roof. If this not done then the is a high risk of snow building up on the roof to a point that it exceeded the structures snow loading, meaning the roof could collapse under the weight.
10. Test the heater unit to ensure that fuel supply and the thermostat are working correctly. the client should be given a walkthrough on how the heater works as part of the handover and should be advised to check the heaters regularly based on usage as the unit should never be allowed to run dry. Remind the client that the heat inside the marquee should be controlled by the thermostat only and never turned off at the unit

Installation & Collection Of Chairs

1. Make sure all chairs have seat pads on
2. Carry stacks of chair no more than 8 high
3. Make sure there are no broke chairs
4. Cut of all ribbons all anything that should not be on the chair
5. Stack in 8 or less
6. When back at warehouse take all seat pads off seat and put in cleaning box

Installation & Collection Of Tables & Benches

1. Lay the tables and benches down on its top lift the legs slightly and unscrew the two butterfly nuts to the end of thread
2. Lift the legs up so that the metal bar locates into the ridge in the locking bar tighten butterfly nuts
3. Wipe and clean tables and benches ready for use
4. Immediately after use and before stacking wipe clean the tables and benches
5. Lay the tables and benches down on its top and unscrew the two butterfly nuts to the end of thread
6. Push the legs down so that the metal bar locates into the ridge in the locking bar tighten butterfly nuts
7. The tables and benches are designed to interlock as they stack

Installation Fire Place

1. Position the Bamse in the centre of the tent under the apex, so that the smoke rises up into the apex and the flames are a long way from any canvas.
2. For Bamse Max: Position the ash pan in the hole in the centre of the firebox. Place the grate on top of the firebox.
3. For Bamse Mini: Place a suitable receptacle (not provided) under the firebox to catch hot ash and embers falling through.
4. Place sand around the edge of the fire box to prevent the heat of the fire scorching, or setting fire to, the wooden surround.
5. For log fires: Prepare a supply of low-smoke fuel that does not spit or produce glowing embers that rise up with the smoke.
6. For bioethanol fires (Bamse Max only): Place the burner on the grate and, just before use, fill $\frac{2}{3}$ with fuel. Close the lid until it is time to light it.
7. Do not allow anything to fall into the fire or to be affected by the heat or smoke.
8. Adjust the smoke-cap-canvas, keeping the part of the smoke-cap-canvas in the lee of the wind open to draw out smoke.

DISMANTLING TIPI

Sequence Of Works To Dismantle Stratus 72

1. Arrive at site and make presence known with the site contact.
2. Attend a site induction if required. If not, the supervisor will inform all personnel of the rules and requirements for the site.
3. Suitable barriers will be erected if required to prevent unauthorised access to the storage and work areas.
4. The vehicles to be moved and parked as close to the work area as is safely possible.
5. High Visibility fencing to be used where required to ensure no public access to the working site.
6. Adequate security may need to be maintained by the client to reduce the risk to the general public.
7. Flooring, furnishings, fire pits and lighting will be removed.
8. A pulley rope will be used to lift the long ladder into place.
9. One operative wearing a harness and connected to a fall arrest rope will climb the long ladder to remove the smoke cap and top poles.
10. Using a step ladder the straps will be removed between the canvas and the main poles.
11. The bottom edge of the canvas will be released by either removing the stakes or poles.
12. One operative wearing a harness and connected to a fall arrest rope will climb the long ladder to remove the canvas raising arch from the top of the radial frame.
13. The operative on the ladder will be assisted by an operative on the ground to lower the canvas from the structure.
14. The stakes supporting the main poles will be removed.

15. A step ladder will be used to dismantle the cross poles from the main poles.
16. One operative wearing a harness and connected to a fall arrest rope will climb the long ladder.
17. The operative on the ladder will be assisted by an operative on the ground to dismantle and lower the main poles.
18. The ladder will be removed and the 'quadpod' will be dismantled and lowered.
19. Equipment will then be loaded onto the van using two-man lift where possible.
20. On completion of our works the areas will be left clean and tidy.
21. An inspection will be carried out with the Client and a Company representative on completion of our works to ensure they are satisfied with how the area is left.
22. All warning barriers and signs will be removed.

Sequence Of Works To Dismantle Cirrus 40

1. Arrive at site and make presence known with the site contact
2. Attend a site induction if required. If not, the supervisor will inform all personnel of the rules and requirements for the site.
3. Suitable barriers will be erected if required to prevent unauthorised access to the storage and work areas.
4. The vehicles to be moved and parked as close to the work area as is safely possible.
5. High Visibility fencing to be used where required to ensure no public access to the working site.
6. Adequate security may need to be maintained by the client to reduce the risk to the general public.
7. Flooring, furnishings and lighting will be removed.
8. The straps between the brim and the ground will be removed.
9. The stakes will be removed.
10. The cross stays will be dismantled.
11. The apex will be lowered to the ground using a team lift.
12. The canvas will be removed.
13. The main poles will be dismantled.
14. Equipment will then be loaded onto the van using two-man lift where possible.
15. On completion of our works the areas will be left clean and tidy.
16. An inspection will be carried out with the Client and a Company representative on completion of our works to ensure they are satisfied with how the area is left.
17. All warning barriers and signs will be removed.

Accessories

1. All accessories should be removed first creating a clean work area free of trip hazards. Furniture, staging, dance floor & bars
2. Joining canvas and extension canvas should then be removed and carefully folded back into the correct bags. Any damage or dirty canvas should be labelled with details of their condition
3. Any door should be removed
4. Heaters should be stored carefully making sure that the fuel valve is tight

Tipi Dismantling

1. Remove the smoke cap- canvas and top-poles
2. Release the main canvas
3. Remove the wind poles
4. Remove the roof poles
5. Remove the main canvas
6. Fold the main canvas
7. Remove the cross-poles
8. Lower the main poles
9. Lower the quad- pod
10. Count and pack