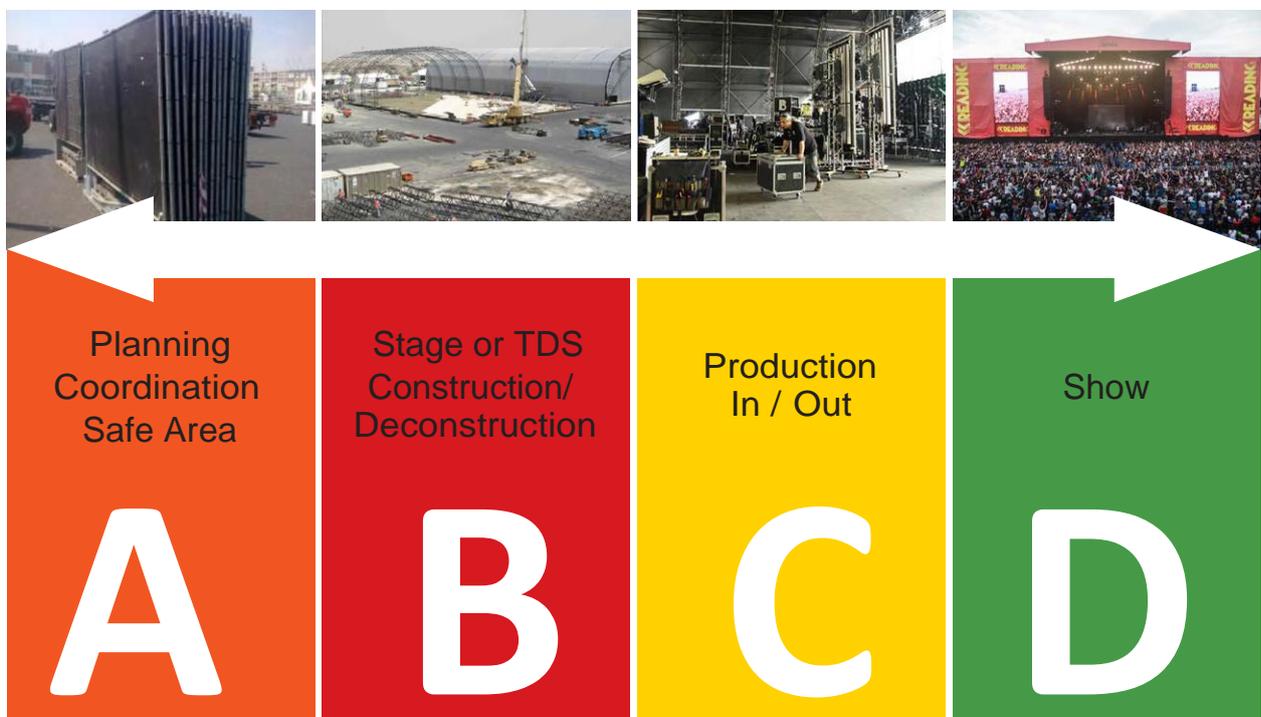


Contents

- 1. Introduction**
- 2. CDM Roles and Responsibilities**
- 3. Planning and Co-ordination**
- 4. Site Considerations**
- 5. Traffic Management**
- 6. Site Induction and Toolbox Talks**
- 7. Substructure Layout & Freestanding Scaffold Structures**
- 8. Boarding and Handrail**
- 9. Roof Access & High Level Structures**
- 10. Working Ramps and Loading Docks**
- 11. Completion of Structure**
- 12. Weather Management**

1. Introduction

- 1.1. This industry code of practice has been developed by providers of stages and other similar structures, in conjunction with the events industry and enforcement agencies.
- 1.2. The code of practice is designed to set out legal duties of all stakeholders during the planning, construction, operation and dismantling of stages and other temporary demountable structures (TDS), as well as the best practice measures to help discharge those duties. It is intended to reflect the requirements of regulations under the umbrella of the Health and Safety at Work etc Act 1974 (HASAWA). A full list of regulations can be found at the end of the document, with links to further reading where available.
- 1.3. After identifying and defining roles and the duties they carry, this code of practice is structured to reflect 4 distinct phases, from planning, through to construction/deconstruction, production load in/out and the show.
- 1.4. Where industry specific guidance already exists, this will be signposted within the document.
- 1.5. Phases of construction and use.



2. CDM Roles and Responsibilities

2.1. The building and dismantling of temporary demountable structures is construction activity, as defined by the Construction (Design and Management) 2015 Regulations (CDM), which defines roles and responsibilities for stakeholders from the client, the entity or individual for whom the construction activity takes place, to individual workers. In essence, CDM does not regulate working practices, it defines who is responsible for ensuring that those working practices are safe. Key to successfully discharging duties under CDM is each role holder having the skills, knowledge and experience relevant to the work they are doing, and if they are an organisation, the organisational capability to carry out the work safely and without risk to health

2.1.1. Definitive guidance on role definitions and the duties held can be found at <http://www.hse.gov.uk/entertainment/cdm-2015/roles-and-duties.htm>.

2.2. The CDM Client

2.2.1. A CDM client is anyone for whom a construction project is carried out. This could be an event (show) organiser who commissions the building of a stage or a production company who decides what construction work is required for a TV programme. There may be more than one client (organisation/individual) involved in construction work for a production/event. In these situations they will all have client duties unless one or more of them elect in writing to be the client/s for the purposes of CDM.

2.2.2. As a CDM client, although you are not expected to actively manage or supervise the work yourself, you have a big influence over the way the work is carried out and how much money, time and resource is available. The decisions you make have an impact on the health, safety and welfare of workers and others affected by the work.

2.2.3. Proportionate to the scale, complexity and risks of a project, the main CDM client duties include making arrangements to ensure construction work is carried out safely, ensuring cooperation and coordination between those involved, ensuring information is provided to the right people at the right time to help with design and planning, ensuring suitable documentation is drawn up before construction work begins (referred to in CDM as the construction phase plan) and ensuring that suitable worker welfare arrangements are put in place. The CDM client is also responsible for coordinating with other, independent construction projects that may be on the same site.

2.2.4. In the context of event management, a CDM client will discharge these duties with assistance from their production and site management team

2.2.5. . Definitive guidance on role definitions and the duties held can be found at <http://www.hse.gov.uk/entertainment/cdm-2015/roles-and-duties.htm>.

2.3. The Principal Designer

2.3.1. A PD is the organisation (or individual) in control of the pre-construction phase. They have the duty to plan, manage, monitor and co-ordinate the pre-construction phase of a project involving more than one contractor. For example, the period before the build and breakdown phases of an event/production. In practise, this duty is likely to continue into the construction phase of an event/production when further design and/or modification work is carried out and when gathering information for projects.

2.3.2. In the context of event management, a CDM client may often act as their own PD, assisted by their production and site management team

2.4. Designer

2.4.1. The term 'designer' has a broad meaning in the entertainment industry, ranging from conceptual to technical designers of structural components. However, CDM designer relates to the function performed, rather than the profession or job title. This means that some people who use the title 'designer' may not have duties under CDM 2015.

2.4.2. A CDM designer is an organisation or individual who prepares or modifies designs for construction projects, or arranges for, or instructs others to do this. Designs include drawings, specifications and design calculations.

2.4.3. CDM designers will include temporary structure contractors, structural engineers and others who become actively involved in structural design work.

2.5. Principal Contractor

2.5.1. A PC is the organisation (or individual) in control of the construction phase. They have the duty to plan, manage and monitor the construction phase of a project involving more than one contractor. In particular, they coordinate matters relating to health and safety during the build and break down of structures.

2.5.2. Similar to the PD role, in a production/event setting, a client may often act as their own PC, assisted in discharging their duties by their production and site management team.

2.6. Contractors

2.6.1. A contractor is anyone who, in the course or furtherance of business, carries out, manages or controls construction work. This means that an individual, a self-employed worker (freelancer) or a business that carries out, manages or controls construction work as part of their business during an event/production, can be a contractor.

2.6.2. This also includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether the workers under their control are volunteers, employees and/or self-employed (freelance).

2.7. Workers

2.7.1. A worker is anyone working for or under the control of a [contractor](#) on a construction site

2.7.2. Workers have an important role and should take an active part in helping to manage health and safety risks. In particular, workers must:

2.7.2.1. Only carry out construction work if they have the relevant skills, knowledge, training and experience - or they are provided with the training and supervision that enables them to do it safely and without risk to health

2.7.2.2. Make themselves aware of the health and safety risks involved in work on every site and the way those risks are managed

2.7.2.3. Always follow site rules and procedures

2.7.2.4. Cooperate with other duty holders, such as the contractor in control of their work and the principal contractor (who controls the overall project when there is more than one contractor)

2.7.2.5. Report any risks they find to whoever controls the work on site, whether the risks affect their own health and safety or anyone else, including other workers and members of the public.

3. Planning and Co-ordination

- 3.1. Clear identification of roles and responsibilities need to be agreed in advance.
- 3.2. Design documentation including drawings, certificates, and calculations of loadings, wind action plans, method statements and risk assessments showing the actual structure planned should be shared
- 3.3. Key factors in the appointment of contractors and subcontractors are the skills, knowledge, experience and the organisational capability to carry out the work safely and without risk to health. In the case of individual contractors or workers, the same factors apply with the addition of supervision where necessary. A procurement process that clearly identifies and satisfies these needs is essential.
- 3.4. Consultation must take place with designers of equipment being installed into the structure such as production to ensure imposed loads, supported by design drawings and detailed calculations, are identified and agreed in advance so as to ensure the overall integrity of the structure is not compromised. It is advisable to have this information finalized at least 28 days prior to construction.
GAVIN TO SUPPLY LEGALLY COMPLIANT WORDING
- 3.5. Details of ground conditions, suitability for the planned loads, and identification of overhead or underground services should also be provided in writing to the TDS contractor. It remains the responsibility of the client, unless specifically identified and agreed in writing, to provide such information.
- 3.6. An agreed programme for exchange of documents, timings of arrival, construction and deconstruction schedule, inspections and sign off should be in place.

4. Site Layout

- 4.1. **It is the responsibility of the CDM Client to ensure the provision of safe working areas and welfare facilities for all workers.**
- 4.2. The nature and scale of facilities required will depend on the size, location and type of project. Everyone who works on any site must have access to adequate toilet and washing facilities; a place for preparing and consuming refreshments; and somewhere for storing and drying clothing and personal protective equipment. Further Facilities include toilets, drinking water, changing rooms and lockers and facilities for rest. Further information on welfare facilities can be found at:
<http://www.hse.gov.uk/construction/safetytopics/welfare.htm#cha>
- 4.3. Unauthorised access to site must be controlled. Access measures should be taken according to risk; these may include physical barriers, a system of passes and security staff.

5. Traffic Management Plan

- 5.1. As part of both an overall site traffic management plan and the creation of a safe working area, traffic related to TDS construction needs to be planned and managed to ensure safety.
- 5.2. Plant movement and the loading and unloading of trucks should be planned to minimise reversing, when reversing is unavoidable, a banksman should be used.
- 5.3. Measures should be taken to ensure separation of pedestrians (workers and public) and vehicles.
- 5.4. Other elements of the plan include stillage lay down areas, access routes to build location and proof of competency for users of mobile plant.

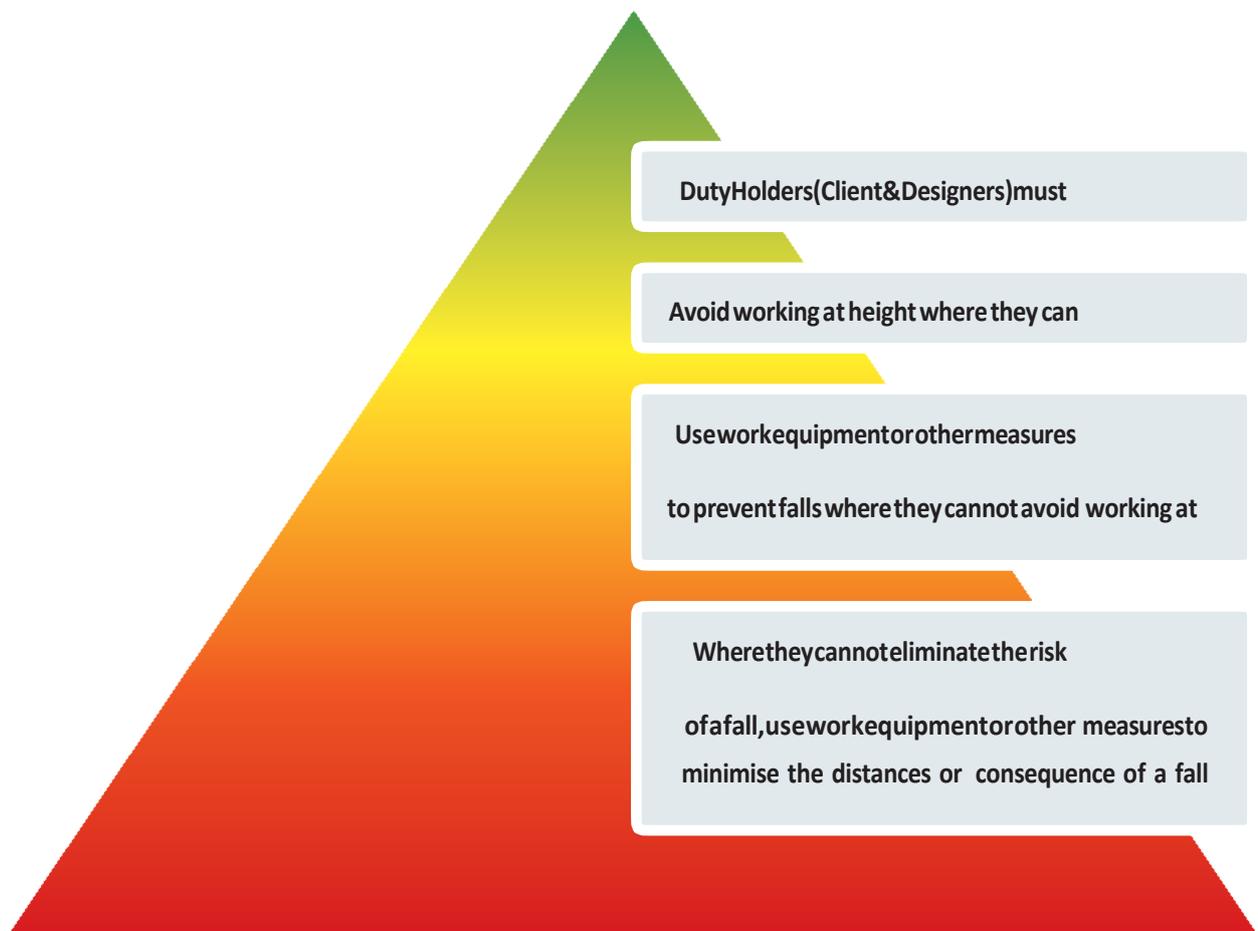
6. Site Induction and Toolbox Talks.

- 6.1. The principal contractor must ensure every site worker is given a suitable site induction. The induction should be site specific and highlight any particular risks and control measures that those working on the project need to know about. The following issues should be considered:
 - 6.1.1. Senior management commitment to health and safety;
 - 6.1.2. Outline of the project;
 - 6.1.3. Management of the project;
 - 6.1.4. First-aid arrangements;
 - 6.1.5. Accident and incident reporting arrangements;
 - 6.1.6. Arrangements for briefing workers on an ongoing basis, eg toolbox talks;
 - 6.1.7. Arrangements for consulting the workforce on health and safety matters;
 - 6.1.8. Individual workers' responsibility for health and safety.
 - 6.1.9. Coordination of area overlaps or different contractors' site rules and safe working methods must be considered by the client, or their nominated PC
- 6.2. Site inductions should also be provided to those who do not regularly work on the site, but who visit it on an occasional or once-only basis. The inductions should be proportionate to the nature of the visit. Inductions provided to escorted visitors need not have the detail that unescorted visitors should have. Escorted visitors only need to be made aware of the main hazards they may be exposed to and the control measures.
- 6.3. Toolbox talks should be carried out for each major activity at the start of each work period by the contractor delivering the structure and include:
 - 6.3.1. Discussion of the work required for the day ahead and safety messages from site safety briefing
 - 6.3.2. Review and understanding of build method statement and risk assessment and how they apply to the specific task being undertaken in that period, ensuring that all safety regulations such as work at height and proper use of PPE are adhered to.
 - 6.3.3. Assessment of weather conditions, and its impact on construction and methods of work.
 - 6.3.4. Detailed drawings of the temporary structure/s for that site (see 1 Planning and Coordination above) must be available onsite prior to commencement and throughout the project.

7. Substructure Layout & Freestanding Scaffold Structures.

- 7.1.** The aim of this section is to identify safe practices around construction of sub-structures involved in the building of many types of stage and construction of free-standing scaffold structures such as FOH towers, spot towers, viewing platforms, etc. The legal requirement is set out in the chart below based on HSE guidance - [A Brief Guide to Working at Height Regulations 2005](#).

7.2. Hierarchy of controls for work at height.



7.3. Where possible all low level sub-structures up to 1.75m should be built from the ground with the use of raised step platforms and walk boards across the scaffold structure to aid the construction where necessary. Any construction above 0.6m must be accessed via temporary ladders or stepped access

7.4. In the event of installing equipment above 1.75m, a suitable and sufficient system must be in place which so far as reasonably practicable will reduce the risk of falls that may lead to injury. This may include, for example, the use of MEWP, fixed

restraint/work positioning restraints, or other suitable means of preventing falls; or, for example, netting systems to minimise consequence if a fall occurs

- 7.5. Clipping onto an incomplete structure as a means of fall prevention may not provide an adequate means of fall protection. Free climbing on the structure is prohibited at all times and erection must proceed on the basis that access is achieved through the use of temporary boarding that has a minimum width of 0.5m with ladder access, and the installation of hand rails as soon as is reasonably practicable

8. Boarding and Handrail

- 8.1. Workers need to be protected from injury caused by falls from height. To ensure this, contractors should in turn ensure:
- 8.1.1. A safe means of laying the initial deck boards in order to achieve a safe working platform.
 - 8.1.2. Temporary ladder access is installed as soon as possible
 - 8.1.3. For installation of the remainder of the decking system, a suitable & sufficient method must be established of minimising the risk of falls from height, so far as is reasonably practicable, which may include the use of fixed restraint or work positioning restraint, fall prevention netting or other suitable means of preventing falls from height.
 - 8.1.4. Edge protection must be established as the decking proceeds.
 - 8.1.5. On decking of independent structures with a working area above head-height, suitable measures must be installed to prevent equipment falling from the platform. This may consist of raised upstands, toe-boards, solid handrails, fixed sheeting or netting as appropriate.
 - 8.1.6. Permanent access steps are installed as soon as possible
 - 8.1.7. Where reasonably practicable for edges of the decked stage that are not protected by permanent edge protection there needs to be suitable temporary protection of the leading edge. Leading edge protection for workers needs specific consideration and must, so far as is reasonably practicable, be in place for Phase B
 - 8.1.8. All unprotected leading edges should be marked by a white line at the edge point. Additional measures, used according to suitable assessment of risk, can include a visible warning line, such as orange or yellow, 2m back from the edge point or other suitable warning system such as a temporary strap line; load bearing physical edge protection should also be considered, with consideration for delivery of goods to the platform.
 - 8.1.9. It is understood that certain roof construction sequences and production installations may require the temporary removal of these systems during phases B & C, ensuring that alternative safe systems of work are in place and reinstating the original measures as soon as is reasonably practicable.
 - 8.1.10. It is recommended that the temporary edge protection systems be left in place until all installation operations on the stage are complete, which is phase D
 - 8.1.11. All access holes left in the deck or platform during the build process must be covered or provided with similar barriers to the front edge type to prevent falls during phases B, C and D

9. Roof Access and High Level Structures.

The Work at Height Regulations clearly state that you should avoid work at height where it is reasonably practicable to do so; where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment; minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated. During TDS construction, the following methods should be considered when work at height is unavoidable:

9.1.

- 9.1.1. Make it clear that free climbing, that is climbing without any means of fall prevention or arrest, of the structure and roof is prohibited at all times.
- 9.1.2. Provide access equipment wherever possible
- 9.1.3. Access equipment such as mobile elevated work platforms (MEWPs) are generally designed to operate in wind speeds not exceeding a maximum of 12.5 m/s or 28 mph, unless marked differently. NOT all MEWPs are designed to be wind speed rated for outdoor use.
- 9.1.4. Insist that, in a work position, a fixed restraint is used
- 9.1.5. Insist that twin tail lanyards, fall prevention or fall arrest systems are used on all climbing operations
- 9.1.6. Insist that a fall prevention or fall arrest system is in place when accessing and working on stage roofs.
- 9.1.7. Where fall arrest systems are in use, a rescue plan must be devised and communicated accordingly. This should be developed in the planning phase and communicated during the day's toolbox talk.
- 9.1.8. Ensure fall prevention lines/ barriers are designed to take associated loads, and that they should be fixed to the structure that is strong enough to take the forces.
- 9.1.9. Ensure that suitable measures are taken to prevent tools from falling from height.
- 9.1.10. It is advised that there should be no climbing of any structure when wind is gusting above speeds of 12 (27mph) metres per second, subject to a site specific risk assessment.

10. Working Ramps and Loading Docks

- 10.1. All inclined ramps must be covered in a suitable non-slip material to prevent slip & fall injuries
- 10.2. As described in 8.18 above, suitable edge marking, warning and protection should be provided, according to risk assessment.
- 10.3. All ramp gradients must be suitable not to cause any hazards whilst loading production
- 10.4. Where practicable, all ramps longer than 8.0m must have a landing stage built into the design.
- 10.5. All ramps must have adequate handrails, suitable for crew pulling against them whilst moving equipment on wheels.

11. Completion of Structure

- 11.1. The structure should not be classed as complete until all planned imposed loads have been installed and signed off by heads of departments. Sample completion certificates are appended to this code of practice.

- 11.2. It is recommended that a completion certificate should now include not only the safe hand-over of the structure as fit for purpose, but also individual production contractor signatures confirming that imposed loads have been installed in a safe manner, and have been installed to agreed designs and weight loadings.
- 11.3. Therefore a completion certificate (Phase B) is required at the end of the initial construction phase to indicate the structure is safe for production contractors to begin installation
- 11.4. Further completion certificates (Phase C) are required for each load type that has been applied to the structure. These certificates should be signed by both structure and production (i.e. lighting, sound, video, set, etc) representatives
- 11.5. Only once all certificates are in the possession of the client or nominated representative, will sound-checks, rehearsals or shows be permitted to commence (Phase D)
- 11.6. It is recognised that in some shows such as festivals there will be multiple artists accessing the stage with varying production, it must be emphasised that any major changes to the imposed loads on the structure must be coordinated by the client and principal contractor and agreed in advance with the structure designer.
- 11.7. It must be re-emphasised here that final responsibility must remain with the client or their nominated representative to ensure that the above is coordinated and maintained.
- 11.8. Sample templates for these processes are appended to this code of practice.

12. Weather management

- 12.1. This guidance is given not only for the management of stages and similar structures but also to be taken into account as a site-wide guide to wind management for the safety of the public, performers & all other workers at the event. Decisions regarding the safe running of an event need to be taken well in advance of reaching the operational wind loading capacities of the stage itself, specifically it should be noted that other structures may have much lower tolerances.
- 12.2. The wind reference chart below will help to clarify the relationship between various wind measurements and it must be noted that 12 metres per second is a strong wind and site conditions may start to become hazardous at this speed. Each site has its own topography and local conditions and response to winds. The wind management plan must therefore be adjusted to take these factors into account..

12.3. Wind Reference Chart

Beaufort Scale & Description		Average Speed at 10 metres above ground.	
0	Calm	Metres Per Second	Miles Per Hour
1-3	Light Breeze	0.3 to 5.4 m/s	0.7 to 12.2 Mph

4	Moderate Breeze	5.5 to 7.9 m/s	12.3 to 17.8 Mph
5	Fresh Breeze	8.0 to 10.7 m/s	17.9 to 24.0 Mph
6	Strong Wind	10.8 to 13.8 m/s	24.1 to 31.0 Mph
7	Nr Gale Force	13.9 to 17.1 m/s	31.1 to 38.3 Mph
8	Gale Force	17.2 to 20.7 m/s	38.4 to 46.4 Mph
9	Strong Gale Force	20.8 to 24.4 m/s	46.6 to 54.7 Mph
10	Storm Force	24.5 to 28.4 m/s	54.8 to 63.6 Mph

12.4. Careful consideration must be given to wind management throughout all phases. At the planning stage, Phase A, advice should be given to the event organiser regarding site layout, taking into account stage orientation in relation to topographical location. A full site risk assessment should be done to ensure that factors such as construction on headlands, on the coast or in valleys where wind can funnel are taken into account, and suitable design changes are implemented where necessary

12.5. IStructE guidance regarding temporary structures is that they should be designed to withstand the loads created by wind gusts of 25 metres per second (approximately 55mph). The guidance does however allow for the removal of sheeting. Many structures have a much lower tolerance when fully sheeted and event organisers should be aware of this when constructing wind management plans.

12.6. In view of this potential confusion, a wind management plan which involves the removal of external roof sheeting during phases C & D should only be acceptable if the effects of increased wind loadings on other production elements has been considered. Screens, stage sets, drapes and lighting rigs inside the stage structure, exposed to the wind, become dynamic loads rather than static and themselves put loadings on the structure. Some stage designs need low level wall sheeting to be removed at certain wind speeds and the requirements for this and the potential issues that may arise need to be clearly documented in advance of the event.

12.7. The following procedures take into account all of the event production elements rather than just the structure itself.

12.7.1. An anemometer should be installed as soon as is reasonably practicable and must be constantly monitored when conditions are likely to cause a hazard.

- 12.7.2. Each structure should have its own specific wind action plan that can be integrated into the overall event safety plan taking into account site specific topography and seasonality. The event safety plan should identify what actions should be taken, when and by whom in relation to each specific structure
- 12.7.3. There should be monitoring of weather forecasts for the area at all times from beginning of construction until deconstruction is complete
- 12.7.4. During Phases B & C, the use of access equipment or roof climbing must cease if gusting becomes continuous above 12 metres per second (27 MPH) based on industry standard access equipment manufacturers recommended maximum operational wind speed. It should be noted that some access equipment may have lower maximum operational wind speeds, this should be clearly labeled.
- 12.8. The following action plan is a guide to operational monitoring throughout the event. The action levels are based on a structure rated to withstand gusts of up to 25mph. When devising an action plan, care should be taken to consider structures with lower ratings, with continuous monitoring required at 75% of maximum wind speed rating.

12.9.

Wind Gust Speed % of max.	Monitoring Interval	Action Level	Action
Below 6	8 hourly		Regular Weather Forecast Review.
7 - 11	Hourly		Regular on Site Assessment
12 - 18	30 mins	1	Prepare to halt erection operations until safe working conditions have resumed. During Phase D (Show) it is likely that Show Stop will occur in this range due to factors other than TDS safety
18 - 22	Continuous	2	Site safety meeting and risk assessment. Prepare for full site evacuation
Over 22	Continuous	3	Site evacuation procedure to be implemented

12.10. At Action Level 1:

12.10.1. When monitoring registers a gust wind speed in excess of 12 metres per second, in conjunction with an increasing general trend of recorded high wind speeds, then subject to risk assessment, all staff involved with the installation/erection of the structure(s) should be put on alert that action may be required to delay the erection process until safe working conditions have returned. This process should be adopted into the overall site wind management plan.

12.11. At Action Level 2:

12.11.1. It is recommended as safe practice for a site safety meeting to be convened to assess the overall site conditions when monitoring registers a gust wind speed in excess of 15 metres per second in conjunction with an increasing general trend of recorded high wind speeds. (This can be varied subject to onsite risk assessment.) This should be adopted into the overall event safety plan and preparations should be made regarding show stop procedure and full or partial evacuation of the site should wind speeds increase making site conditions unsafe.

12.12. At Action Level 3:

12.12.1. When monitoring registers a gust wind speed in excess of 22 metres per second in conjunction with an increasing general trend of high recorded wind speeds, and determined by risk assessment:

12.12.2. Site evacuation may have to be implemented

12.12.3. A safety meeting must be called to identify subsequent action such as the lowering of production

12.12.4. The structure must immediately become a hard hat area and access restricted to essential personnel only.

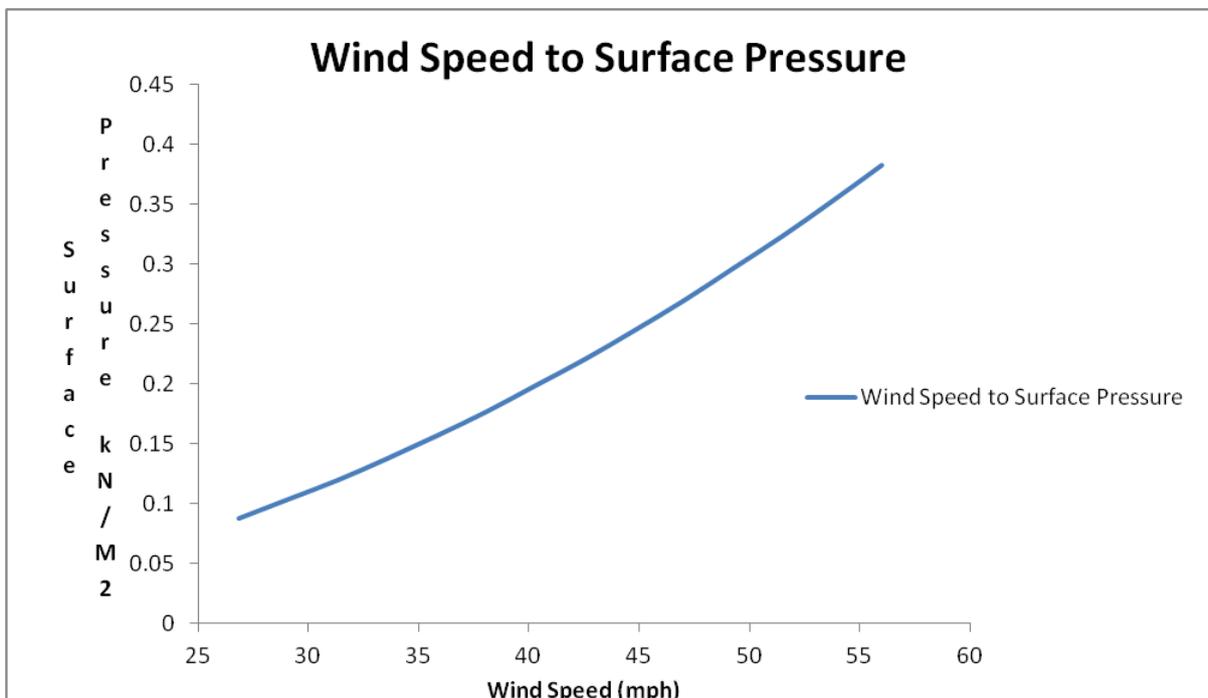
12.12.5. The stage may be evacuated and a safe perimeter imposed around all temporary structures

12.12.6. Before performances resume, or deconstruction begins, there must be a structural inspection and new sign off.

12.13. Understanding The Effect Of Wind on Structures

12.14. It is important to recognise that it is wind pressure on a structure that poses an issue not merely wind speeds themselves. The relationship between pressure and wind is not linear. The applied pressure is proportional to the square of the wind speed.

12.15. For example: An increase in wind speed from 12 metres per second to 17 metres per second will approximately double the pressure on the structure. Between 12 metres per second & 24 metres per second, pressure on the structure approximately quadruples. See following graph and chart on following page.



12.16. Surface Pressure Chart

Wind Speed Metres Per Second	Wind Speed Miles Per Hour	Surface Pressure In kN/m ²
12 m/s	26.88 mph	0.088
13 m/s	29.12 mph	0.104
14 m/s	31.36 mph	0.120
15 m/s	33.6 mph	0.138
16 m/s	35.84 mph	0.157
17 m/s	38.08 mph	0.177
18 m/s	40.32 mph	0.199
19 m/s	42.56 mph	0.221
20 m/s	44.8 mph	0.245
21 m/s	47.04 mph	0.270
22 m/s	49.28 mph	0.297

23 m/s	51.52 mph	0.324
24 m/s	53.76 mph	0.353
25 m/s	56 mph	0.383

DOCUMENT A: Phase A Planning and Site Preparation Completion Certificate

Event:		Date:	
Venue:		Duration on-site:	
Client:		Address:	

Details of Planning Process:

Action	Completed by:	Comments	Date	Signed
Stage Design Documents provided to Client				
Lighting Imposed Loads and associated design documents shared with Staging Company				
Sound Imposed Loads and associated design documents shared with Staging Company				
AV Imposed Loads and associated design documents shared with Staging Company				
Set Design/other Imposed Loads and associated design documents shared with Staging Company	nominated representative.		Copy of Document to be retained by Staging Company	

<p>Site suitability agreed noting:</p> <ul style="list-style-type: none"> • Ground loading • Underground services • Overhead services • Site access 				
<p>Site Infrastructure in place</p> <ul style="list-style-type: none"> • Trackway if required • Fencing as required • Security if required • Welfare facilities • Toilets in place 				

DOCUMENT B: Phase B Stage Construction

Event:		Date:	
Venue:		Duration on-site:	
Client:		Address:	

The following sections are to be completed by a duly authorised signatory of the staging contractor:

Details of Structure(s):

Structure Type:		Supervised by:
Purpose For Which The Structure(s) intended:		
<p>I hereby certify that the structure(s) are erected correctly in accordance with the design drawings technical specifications and method statements identified in Document A, that all required safety measures are in place and that the structure(s) are fit for purpose as identified above. I further certify that I am an authorised & competent representative of the staging company named below.</p> <p>.....</p>		<p>Date:</p> <p>Time:</p> <p>Sign:</p> <p>Print Name & Position</p>

Master of completed document to be retained by client/nominated representative.

Copy of Document to be retained by Staging Company

Master of completed document to be retained by client/nominated representative.

Copy of Document to be retained by Staging Company

DOCUMENT B (cont):

Details Of Any Approved Variations to Stage Construction from Design Drawings / as specified in Document A.

Identify Any Limitations Of Use in light of approved variation(s)				
<p>I hereby certify that the following modifications have been made to the structure(s) during installation strictly in consultation with the company’s design engineers. These modifications have been approved by the design engineers, and the final structure assessed by a competent person onsite. Modifications do not affect the safety of the structure or system or the purpose intended or place limitations or restrictions on its use unless detailed below:</p>				
	Modification	Limitations on use	Date	Authorised by (signature & print)
A			Date: Time:	Sign: Print:
B			Date: Time:	Sign: Print:
C			Date: Time:	Sign: Print:
D			Date: Time:	Sign: Print:
E			Date: Time:	Sign: Print:
	of completed document to be retained by client/nominated representative.		Time:	Copy of Document to be retained by Staging Company

DOCUMENT C: Phase C Production Services (to be completed by each contractor installing imposed loads and countersigned by staging representative)

Event:		Date:	
Venue:		Duration on-site:	
Client:		Address:	

The following sections are to be completed by a duly authorised signatory of the production contractor:

Details of Imposed load on Structure(s) identified in Document A:

Imposed Load Type:		Supervised by:
Purpose For Which The Imposed Load(s) intended:		
<p>I hereby certify that the imposed loads detailed above have been installed in accordance with approved drawings and weight loadings identified in Document A and that these installations have been assessed onsite by a competent person & do not affect the safety of the structure(s) or system(s) identified in Document B. I further certify that I am an authorised and competent representative of the production company named below.</p> <p>.....</p>	<p>Date:</p> <p>Time:</p>	<p>Sign:</p> <p>Print Name & Position</p>

DOCUMENT C (cont):

Details Of Any Approved Variations in Imposed Loads from Design Drawings / as specified in Document A.

Identify Any Limitations Of Use in light of approved variation(s)				
<p>I hereby certify that the following modifications have been made to the structure(s) during installation strictly in consultation with the company’s design engineers. These modifications have been approved by the design engineers, and the final structure assessed by a competent person onsite. Modifications do not affect the safety of the structure or system or the purpose intended or place limitations or restrictions on its use unless detailed below:</p>				
	Modification	Limitations on use	Date	Authorised by (signature & print)
A			Date: Time:	Sign: Print:
B			Date: Time:	Sign: Print:
C			Date: Time:	Sign: Print:
D			Date: Time:	Sign: Print:
E			Date: Time:	Sign: Print:

Master of completed document to be retained by client/nominated representative.

Copy of Document to be retained by Staging Company

Contributors:

SERIOUS STAGES

+44 (0) 1749 899188
WWW.STAGES.CO.UK

STAGECO

+32 16 60 84 71
WWW.STAGECO.COM

STAR EVENTS LTD

+44 (0) 1234 772 233
WWW.STAREVENTSLTD.COM

SYMPHOTECH

+44 (0) 871 711 5264
WWW.SYMPHOTECH.CO.UK

ACORN

+44 (0) 1977 686 490
WWW.ACORN-EVENTS.COM

MOMENTUM

+44 (0) 207 739 6939
WWW.MOMENTUMENGINEERING.COM

Master of completed document to be retained by client/nominated representative.

THE EVENT SAFETY SHOP

+44 (0) 117 904 6204
WWW.THE-EVENTSAFETYSHOP.CO.UK

PRODUCTION SERVICES ASSOCIATION

+44 (0) 1225 332 668
WWW.PSA.ORG.UK

CAPITA

+44 (0) 207 799 1525
WWW.CAPITA.CO.UK

ARENA GROUP
+44 (0)1488 674 800
WWW.ARENAGROUP.COM

Master of completed document to be retained by client/nominated representative.

Copy c