

Health & Safety Manual Version 1

November 2022

What information do I need to provide?

London Design Biennale and Somerset House operate under UK and European Health and Safety (H&S) legislation. Attention should be given to The Health & Safety at Work Act 1974 and its related regulations. It is essential that all Design Teams and Contractors adhere to these legislations.

This manual explains all the H&S requirements that must be met and how to complete H&S paperwork and other supporting documents that may be required. It covers topics such as site rules and inductions, insurance requirements, sign off processes, rigging, complex structures and Personal Protective Equipment (PPE).

For any questions, please contact your LDB Project Manager.

Health & Safety at LDB, Terms & Conditions

Somerset House and LDB maintain high standards of Health & Safety (H&S) and require anyone working onsite to undertake their work in a safe way, which does not put themselves or others at risk. Additional measures may be required for your project installation depending on the nature of the works and exhibits involved.

Somerset House and LDB reserve the right to remove from the premises anyone who does not comply with these requirements or who puts themselves or others at risk. Somerset House and LDB also reserve the right to remove any plant, equipment or material deemed not to comply with the Site Rules and regulations or become dangerous when not used in the intended way.

All Design Teams must appoint a Health & Safety Representative for their project and provide their details in the [Health & Safety Form](#). You must also complete sufficient Risk Assessments and a Method Statements (RAMS) for your installation. Your selected contractor(s) will also need to provide RAMS for their specific works. More information on RAMS can be found below.

It is a requirement that all Design Teams comply with all H&S and emergency procedures

Compulsory Health & Safety Documents

All Design Teams and contractors are required to submit a set of supporting documents, that will form their H&S pack, during the planning process leading up to the event. This set of documents comprises the following:

- Risk Assessment & Method Statement (RAMS).
- Public & Products Liability Insurance Certificate.

- Fire Certificates for all combustible materials used.
- Technical drawings.

Depending on your installation, the LDB Project Team may also require additional documents such as PAT Certificates, structural drawings, structural calculations, COSHH risk assessments, material safety data sheets, fire certificates etc.

The LDB H&S Manager will communicate the list of documents required from you during the planning process.

Risk Assessment & Method Statement (RAMS)

Under UK legislation, all Design Teams and contractors must submit a Risk Assessment and Method Statement (RAMS). These will cover the build, exhibition period and de-rig phases of the installation. These documents must be submitted to LDB to review by the deadline outlined in your [Installation Schedule](#).

RISK ASSESSMENT

A Risk Assessment is a thorough examination of what might cause harm to workers, employees, the public and property. You must identify all possible hazards associated with your installation during the build, exhibition period and de-rig. Each hazard must then be scored according to the level of risk it poses. Finally, each hazard must have a detailed explanation of the control measures/actions your team and contractors will take to minimise the risks to the lowest possible level. You are required by UK law to carry out a Risk Assessment. Risk Assessments must be shared with everyone working on your installation. More information on Risk Assessments can be found on the Health & Safety Executive Website.

METHOD STATEMENT

A Method Statement is a document detailing the way that tasks and processes will be carried out. The Method Statement will develop the control measures that were introduced in your Risk Assessment and detail any residual risks that may be left after all possible action to reduce risk levels have been taken. The document will provide details relating to the staff involved at each stage of the build, exhibition period and de-rig, any tools and access equipment, briefing methods etc. The Method Statement demonstrates the high-level of planning and resourcing your installation is subject to.

All contractors are required to submit a RAMS in addition to design teams. You can find RAMS guidelines and a template in the Resources section of your online Dashboard. Either complete this template or provide your RAMS documents formatted in a clear way. Please submit RAMS via the [H&S Form](#) in your Dashboard by the deadline set in your [Installation Schedule](#).

If these are not submitted by the stated deadline, or need significant additional advising, a charge of £350 per day will be made directly to the Design Team.

Construction Design Management - What is it and why is it important?

During the construction phase of the installation (build and de-rig), the site will operate under the [Construction Design Management 2015 Regulations \(CDM\)](#). Installation teams and contractors undertaking any 'construction' will need to comply with the CDM Regulations and complete a Construction Phase Plan. These need to be submitted together with the compulsory H&S documents. The LDB Project Team will advise if this is required.

Insurance

The design team shall maintain, for the duration of their presence onsite (i.e. the period between their first day of installation and the removal of their

exhibits), Public and Products Liability Insurance cover for a minimum of £10 million. If you have any problems in obtaining this, please notify your LDB Project Manager as soon as possible.

Proof of this insurance will be required in advance. Please ensure you provide this when you submit your H&S Form by the deadline outlined in your Installation Schedule. Design Teams should also have appropriate insurance to cover damage to exhibits and materials that form part of their installation. Anyone without this insurance will not be permitted to install onsite.

We also strongly recommend that exhibits be insured against damages while in transit to Somerset House. Please see the Shipping section of the Manual for more information.

Fire Safety & Certificates

Teams working onsite are reminded that the Somerset House Fire Safety Plan is observed throughout the build, exhibition and de-rig phases. As such, all LDB Exhibitors and their partners must make themselves aware of the emergency procedures that will be sent to all participants in advance.

Fire doors, escape routes, smoke detectors and call points must never be obstructed or covered as a result of your installation design during the build, exhibition and de-rig phases of the installation. Fire extinguishers should never be moved or misused.

If you have any questions relating to the fire escape routes within your allocated space, please contact the LDB Project Team.

Fire Certificates

In line with Somerset House regulations and the exhibition's Fire Safety Plan, it is a requirement to demonstrate that all construction materials are fire retardant.

Therefore, materials of a combustible nature used for the construction of your installation will need to be supported by Fire Certificates demonstrating their fire resistance in line with UK classifications or their equivalent. You should ensure that you have these for materials such as floor coverings, wall coverings, structural building materials such as timber, fabrics, furniture etc.

A minimum of UK Class 1 or EU Class B is required

Performance risk	British Standard	Transposition to Euroclasses
Non-combustible	Non- combustible	A1 or A2
Low	Class 0	B
Medium	Class 1	C
High	Class 2 or 3	D
Very high	A material which does not meet the criteria for high risk	

If some of the materials/items you are planning on bringing to site do not have fire certificates, you will need to consider treating them prior to coming to site.

You can find more information on how to do this in the Fire Proofing Guidelines document in the Resources section of your Dashboard.

Please contact us if you have concerns about any of the materials you are planning to use.

Site Induction

All staff involved in your installation, whether directly employed or not, must receive an induction before work commences to ensure they adhere to site rules and regulations. This will take place as Design Teams, contractors and staff arrive onsite as part of the check-in process.

Details of where to report when first arriving onsite will be sent in advance of your first day onsite. Additional information will be added to the [Resources](#) section of your Dashboard.

Personal Protective Equipment (PPE) - What you need to wear

Personal Protective Equipment (PPE) such as steel-toe-cap footwear, high visibility vest, hard hats, eye protection, gloves or ear protection must be worn when deemed as necessary in your risk assessment. The LDB Project Team will declare certain areas as 'PPE compulsory areas' or 'hard hat areas' during certain phases of the build and de-rig phases.

Please note that steel-toe capped boots or shoes are a minimum requirement to enter the site during the construction phase, regardless of what your individual activities are, as neighbouring project construction works may present different hazards to the ones presented by yours.

For all Exhibitors in the outdoor areas, it is compulsory to wear a high-visibility vest, as well as safety footwear, for the duration of the installation and dismantling periods.

Please ensure you meet the minimum requirements, or you will not be permitted onsite.

Electrical Safety

It is essential that all electrical appliances brought onsite are safe and fit for purpose. LDB reserves the right to remove or request the replacement of any electrical item that may be considered unsafe onsite. If deemed necessary by LDB, your installation may be required to undergo an electrical inspection by the venue's Approved Contractor.

Temporary electrical circuits assembled onsite will need to be tested during the build phase and certificates must be submitted to LDB prior to systems being energised. In some instances, our team may require additional certificates for other lighting and electrical items, as well as evidence showing the qualifications of technicians undertaking specific tasks. Design Teams are reminded that installations must comply with British Standards and legislation.

Complex Structures & Completion Certificates

Complex structures are installations which may require input from a Structural Engineer. All complex structures must be inspected and signed off by a competent Structural Engineer.

This sign off procedure is compulsory to ensure that the pavilion is safe for the public and that no damage will occur to the fabric of the building. Examples of complex structures are:

- Structures of any height which require structural calculations to demonstrate that their design and assembly method will ensure the completed structure is sound and stable.
- Any part of an indoor installation that exceeds four metres in height.
- Suspended structures such as exhibits rigged to temporary supports.
- Platforms of a specific height intended for public use.

Upon receipt of your final designs, the LDB Project Team will advise if your installation requires structural calculations, an inspection and a sign off.

LDB works with independent Structural Engineers and will appoint one on your behalf if you cannot provide your own. The LDB Structural Engineers can produce

calculations in advance and will carry out site inspections and sign offs. Use of LDB's structural engineers for carrying out and/or reviewing structural calculations, structural inspections and sign offs will incur an additional cost.

Installation Teams can provide their own Structural Engineer to inspect and sign off their structures. However, evidence of the engineer's competence will be required in the form of qualifications and affiliation to an association etc.

Rigging

If your installation requires some items to be rigged to pre-existing or temporary supports, the contractor carrying out the works must submit a Rigging Completion Certificate upon completion of the installation onsite (as well as other supporting documents during the planning phase). This document is a safety statement from the installer, confirming that the rigging has been carried out according to the designer's specifications and methods. The Rigging Completion Certificate is a compulsory document. Your installation cannot be signed off, and opened to the public, without it.

In some instances, the LDB Project Team may request that the installation is inspected and signed off by a qualified structural engineer.

Third Party Rigging

Rigging is classed as Third Party if your selected contractor rigging the items is not the fabricator and cannot provide the Rigging Completion Certificate. In this instance, the LDB Project Team will appoint their official structural engineer to inspect the installation. The cost of this service will be passed onto the Design Team.

Site Rules

All Design Teams must ensure that their staff and contractors adhere to the Site Rules at all times. All staff must read and understand their company's Risk Assessment & Method Statements relating to their work at LDB. Please ensure that Site Rules document is passed onto anyone working on your installation during the Construction Phase. The Site Rules can also be found in the [Resources](#) section of your Dashboard and include information on the following:

- Accidents and incidents reporting.
- First aid.
- Emergency procedures.
- Site working hours.
- Personal Protective Equipment (PPE).
- Vehicles.
- Portable electrical equipment.
- Noisy works.
- Protection of public.
- Smoking, drugs and alcohol.
- Housekeeping.
- Permit to work; hot work, sawing and other activities.
- Substances hazardous to health.
- Working at height.
- Machinery, tools and equipment.
- Somerset House's venue specific stipulations.

Staff Training Declaration

Should you decide to provide your own staff to operate your pavilion, they must be trained in the required procedures and you must provide a signed training declaration for each individual. This is to ensure your staff have received the correct training to safeguard the public.

Please indicate your staffing preferences in the [Site Personnel Form](#). Once submitted, we will provide a staff training declaration template and inform you if other relevant documents are required.

Other Supporting Documentation

Once all the parameters of your installation are determined, the LDB Project Team will inform you if other, more specific, documents are required to support your project. These will depend on your work and the nature of the installation.