Safe System of Work
REF:LH/RoD/SSOW32

Originator: Rob O`Donnell

Date Of Origination: 8th August 2008

Relevance: Technical Staff - NEC

Issue Number: 01

Issue date: August 2008
Revised Date November 2009
Revised By Rob O'Donnell
Revised date: 20th September 2010.
Revised by: Austin Smart
Revised by: Austin Smart
Revised date: 29th September 2011.
Revised by: Austin Smart
Revised date: 20th September 2012.
Revised by: Austin Smart
Revised date: 4th October 2013.
Revised by: Austin Smart
Revised date: 10th October 2014.
Revised by: Austin Smart
Revised date: 5th January 2016.
Revised by: Austin Smart
Revised date: 13th December 2016.

Subject Banner Construction (Pre Hanging)

Scope

The following safe system of work relates to the construction and assembly of banners and all types of directional and advertising banners for use on the NEC site. The following safe system of work will outline the specifications for all hanging signage in relation to its manufacture and constructions.

The NEC Venue has a "Duty of Care" to ensure all banners and signage that is to be hung from the venue is safe from failure and fatigue. The NEC Rigging Department has the "FINAL" say if a banner is not to be hung.

Operational Instructions

All banners that are received by the NEC rigging department must be constructed with the following rules.

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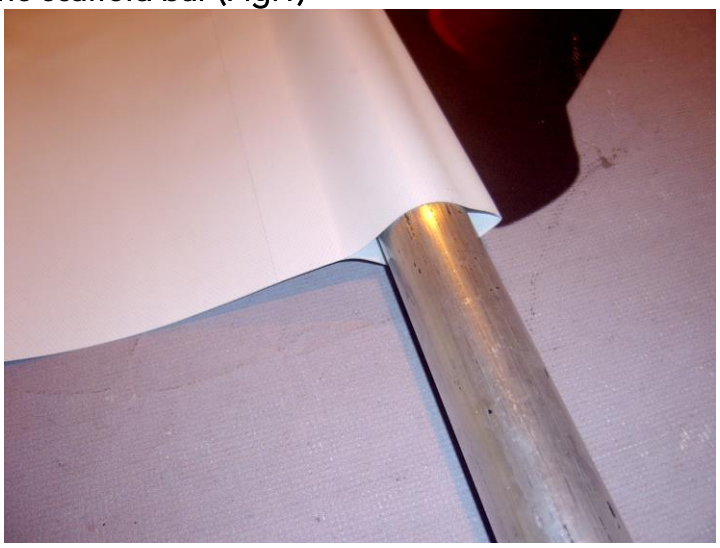
Banners with top pocket – sleeve.

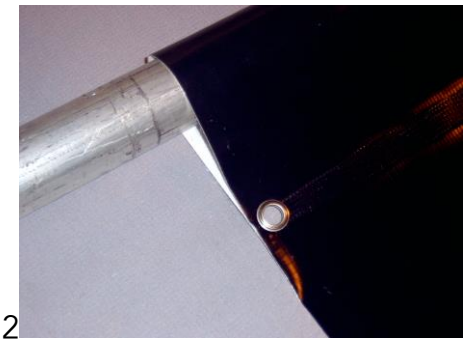
This sleeve must have a diameter large enough to accommodate a standard aluminium scaffold pole. This sleeve must be constructed to wrap over the scaffold bar and then stitched or "Frequency Welded" back on the body of the banner below the scaffold bar (Fig.1)

FIG 1



The weight of any banner must be made available prior to any rigging order being accepted or processed.

To add a second safety to the stitch or weld an eyelet must be located on the weld or stitch (Fig.2). This eyelet will secure the weld or stitch in the event of the weld or stitch failure.

FIG 2 

<u>Banners with no top pocket. (Lightweight)</u>
These banners must have an eyelet every 50cm minimum. This will enable the banner to be cable tied to the scaffold bar. This action is only permitted on lightweight banners as the risk of the eyelet pulling through, or the cable tie failing would be too great.

<u>Banners with no Top Pocket (Medium to Heavyweight)</u>
These banners must be eyeleted with a heavy-duty eyelet with additional strengthening around the eyelet position on the banner. These banners will be hung using Karbine/Snap hooks clips the via web strap to the trussing or Scaffold bar.

Wooden Constructed Signs or Box Banners

At this time of this Safe System of work being created the use of signs or box banners being made totally of wood has been suspended from the NEC site. The exception to this rule or constructions made with a metal skeletal frame with a cladding of wood may be allowed. However after pre hanging inspection the NEC rigging department would have the final say if this construction will be hung from the venue roof. All construction must have "structural sign off" from a structural engineer before rigging and the "Form 11" sign off returned to the Organiser prior to lifting.

Connection Points

On all solid banner type constructions the point of attachment must be correctly position and display a safe working load (SWL) rating. The practice of wrapping or slinging on to this type of construction is not permitted.

Weighting Down of Banners

The practice of weighing down banners at the NEC is allowed using ONLY the following method.

A pocket at the bottom of the banner must be constructed with a pocket that is either stitched of "Frequency Welded". The only weight permitted in the lower pockets is a wooden batten. This wooden batten must be supplied with the banner. This batten will be installed in to the bottom of the banner by the NEC rigging team and secured from sliding out by the use of staples through the material in to the batten. The use of metal rods or chain to weigh down banners is NOT permitted.

Review of Safe Systems of Work

This SSW will be reviewed when the circumstances to which it relates change. While every attempt will be made to review this document at suitable intervals, it is the duty of all NEC Group employees to inform their line manager or a member of the Safety, Health and Environment Department when the contents of this SSW become ineffectual or outdated.

Authorisations and Acknowledgement

SSW Originator:

[Name].....[Signature].....

SSW Approved by:

[Name].....[Signature].....

SSW Received by:

I, the undersigned, have read and understood the contents of this safe system of work and will adhere to its instructions.