

# CONTRACTORS SUPPLIERS and EXHIBITORS

## HEALTH & SAFETY EVALUATION

### SHOWMAN'S SHOW 2019

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**Please complete this form and e-mail back, together with all the required/requested documentation**

Name of Supplier:

Address:

Phone No:  e-mail:

Please detail the work/activities you will be undertaking at the Showman's Show 2019:

Name of Manager Responsible for Contract:

Phone Number during event:

Name of On Site Safety Representative:

**Documentation Required/Requested**

Employers Liability Insurance:

*Send valid Certificate to cover event dates*

Public Liability Insurance (min £5m):

*Send valid Certificate to cover event dates*

Health & Safety Policy Statement:

*Send JUST the signed policy statement*

Risk Assessments:

*Send assessments specific to the activities*

Method Statements

*Send specific to the activities*

Structures

*Tick if NO structures being installed*

*List below any structures being installed and ensure that you also submit structural and safety information at the same time.*

Phone Number:

Structures List:

Competence Details:

**Accident & Enforcement Action History – Please complete:**

I \_\_\_\_\_ as the manager responsible for this contract confirm (*tick appropriate box*)

a) We have had no RIDDOR reportable accidents or dangerous occurrences, or improvement/prohibition notices served, or H&S legal action taken in the last 5 years.

OR

b) We have had RIDDOR reportable accidents or dangerous occurrences, or improvement/prohibition notices served, or H&S legal action taken in the last 5 years, and I have attached details separately as part of this submission.

**Confirmation of understanding of, and agreement to the Safe Working Requirements:**

I \_\_\_\_\_ as the manager responsible for this contract, confirm that I have read and understand the safety rules and requirements for this project. I agree to comply with them and confirm that the requirements will be communicated to all staff and sub-contractors working on the project and that all staff and sub-contractors are competent to undertake the work required on the project.

**Your e-mail to which the returned document is attached will be taken as your confirmatory signature.**

**This document will be forward and is freely available to the Local Authority and Health and Safety Executive Enforcement Officers.**

## **Notes for Guidance:**

### **Insurance**

Copies of certificates or letter from broker are required to confirm that you have Employers and Public Liability insurance is in place.

### **Health and Safety Policy**

A suitable and sufficient Health & Safety Policy Statement detailing the organisation's overall policy on health and safety and its organisation and arrangements for carrying it out, in relation to its work on the event. Don't send the whole policy please, just the signed statement. If you don't have a policy, please just say so.

### **Risk Assessments and Method Statements**

Risk Assessments and Method Statements specific to the intended activities to be undertaken on the event Generic risk assessments and method statements may be acceptable in most cases provided that they are accompanied with a letter confirming that they are relevant to the specific works to be undertaken, otherwise specific documentation will be required.

### **Technical Data**

Technical Data including plans and structural calculations and materials certificates are required for certain items e.g.: Seating systems, scaffold structures/gantries, marquees, inflatables (PIPA Inspections required) structures etc. If this doesn't apply, don't worry!

### **Competence Details**

**General** - Certificates or other documentary evidence attesting to the competence of individuals. This could include details of membership of trade associations. General documentation attesting to the competence of employees to be used on site should be included.

### **Accident and Health and Safety Enforcement History**

If your company has had any RIDDOR reportable accidents, or enforcement action taken against you in the last 5 years give details on a separate sheet.

### **Other Bits**

You are the professional within your industry, and amazingly, we don't know everything!! If you are a physio, then I haven't got a clue what qualifications you should have without research. This is your chance to educate the safety world!

### **Sending the information required**

All information to be emailed to Mesh Ruparelia [mesh@gallowglass.com](mailto:mesh@gallowglass.com) – by **Monday 30<sup>th</sup> September 2019** at the latest so that due diligence can be carried out and verified with the relevant enforcing authorities.

Links to dropboxes/file sharing sites is totally acceptable.

**I am here to help you! If anything is confusing or just does not make sense, please pick up the phone or mail me and I will try to assist.**

You need to be aware of the safety rules in place during our build and breakdown, and these are included, but may not apply to you. Don't worry about it, but please be mindful of the rules and safety guidelines. These rules are in place to protect you and keep you safe.

Mesh Ruparelia – Gallowglass Health & Safety – 07920 274129 - on behalf of Lance Show & Publications Ltd

### **Safe Working Requirements:**

The following is an outline of the Safe Working Requirements, which will be expected of all Contractors on site. The requirements below are not exhaustive. Contractors, Suppliers and Traders are reminded that the full range of health and safety legislation applies to work on this event and that Lance Show & Publications Ltd in appointing and allowing on site contractors, expects full compliance with legislation, and that all standards of established good practice are met and where possible exceeded to ensure the safety and success of the event.

### **General**

All contractors on site are responsible for the health and safety of their staff, any subcontractors appointed by them, and others who may be affected by their activities. Each contractor is responsible for ensuring that they and their staff comply with the full range of current health and safety legislation. On site management of this will be through each contractor's Nominated Safety Representative – see below.

- All Contractors personnel are required to work with regard to their own and others health and safety, in accordance with current relevant legislation and good practice, and within their company's own health and safety management framework.
- All Contractors are required to ensure that there is a proper exchange of information and co-operation between all parties on site so far as it relates to the safety of their activities.
- All Contractors will comply with any verbal or written instruction, direction or notice given by the Lance Show & Publications Ltd Site Managers, the Event Safety Advisors.
- Contact details for the Site Manager and the Event Safety Advisor will be provided to you with your delivery/build and breakdown schedule.

### **Nominated Safety Representatives and Duties**

Each Contractors will nominate one or more members of staff who will be onsite during the period of the work activity. This person will be responsible for the health and safety management of the Contractor's activities and any interaction with others on site. This person will be responsible for liaison with Lance Show & Publications Ltd management staff and the Event Safety Advisor.

For each discrete high-risk work area (e.g. each marquee or stages or stalls erection area or toilet block installation area), the Contractors will nominate one member of staff to act as safety officer for that area. The nominated person will be responsible for controlling the safe working practices of the staff in their area; and for ensuring that access into their work area is controlled, by the provision, erection and maintenance of suitable and sufficient fencing arrangements. These persons will report to the

Contractor's, Supplier's and Trader's overall nominated safety representative and where necessary directly with the Lance & Show Publications Ltd Event management staff and the Event Safety Advisor.

### **Specific Issues**

Contractors attendance on site, delivery and collection times, etc. must only be at times agreed in advance with the Lance Show & Publications Ltd Site Manager and the Event Safety Advisor.

Contractors will ensure that their employees are provided with and use suitable PPE where required by their risk control procedures and assessments.

Contractors will ensure that all work equipment and tools, vehicles and lifting equipment are suitable for their intended use and have been properly maintained and where appropriate examined, tested and certified and that

it will only be used by persons who have suitable training, competence and where appropriate qualifications to use it.

Contractors are also required to ensure that the equipment and plant is insured for use in relation to this event.

Some elements of infrastructure, especially those outside of the event's main site cannot be fully secured against unauthorised access during the construction and breakdown phases. Contractors, Suppliers and Traders and their staff are therefore expected to ensure that areas in which they are working, where necessary, are secured by means of barriers, signage and or stewarding so as to exclude the exposure to risk of persons not in their employ.

Wherever reasonably practicable, vehicle movements should be kept separate from pedestrians, where this is not the case, appropriate supervision of vehicle movement by individual banks men (or with assistance requested from others on site) should be used to assist with safe vehicle/pedestrian interaction. The maximum speed limit within construction areas must be appropriate to the conditions but must not exceed 10mph at any time. All or any specific vehicle activity will cease on the instruction of the Event Safety Advisor or the Site Manager.

All Contractors vehicles for the site must arrive via the specified routes and within the specified time frames agreed with Lance Show & Publications Ltd.

No vehicle must move in contravention of any vehicle movement curfew imposed by the Event Safety Advisor.

Where it is necessary for lift trucks to operate outside of secured areas, only competent staff holding licences to use the vehicles should operate them. The process must be stewarded as appropriate to the conditions. Where it is necessary for vehicles to be unloaded outside of secured areas then the Contractors, Suppliers and Traders should provide a "banksman" to supervise the activity.

Where materials and equipment are stored, suitable barriers, warning signs and any necessary lighting arrangements will be employed to ensure safe storage without undue risks to Lance Show & Publications Ltd Management or event staff, other contractors or the public.

Suitable and sufficient welfare facilities exist within the venue and the surrounding area for staff and contractor use on pre event days, and will be supplemented with onsite toilet provision once installed on event days.

Contractors should arrange for their own first aid provision throughout the build and event period although additional site cover will be provided to supplement the contractor's own provision.

The use of alcohol, other intoxicants, or illegal substances by persons working on site or immediately prior to commencement of work on site is unacceptable and if detected will result in the offending person(s) being removed from the site.

Build and breakdown activities outside of the main event site and in areas where the public are present must not be carried out without the agreement of the Site Manager or the Event Safety Advisor.

No overhead work will be permitted before the relevant area has been secured so as to prevent unauthorised access.

Contractors must ensure that they have completed a risk assessment to cover all work at height and have available suitable access equipment for work at height, to be used in conjunction with suitable PPE for those working at height and below overhead activity.

All persons working on this event during the build and the breakdown periods MUST wear high visibility clothing at all times. Suitable, sensible footwear must be worn at all times and persons wearing sandals or open toed footwear will be asked to replace them or leave the site. Those persons operating machinery, erecting structures, or involved in manual handling activities will wear suitable safety footwear.

Those persons involved in any form of working at height, or underneath any working at height, will wear safety headwear.

To help prevent suspect package alerts, Contractors are to ensure that they keep their work areas tidy and that they know what they have on site.

Where barriers/fence lines have been installed for reasons of security, safety or general crowd management additional permanent breaks in the lines must not be formed without the specific agreement of the Site Manager. Where it is necessary for barrier/fence lines to be temporarily broken for access or egress, then the break must be immediately closed after each vehicle or personnel movement unless the position is to be immediately manned to prevent unauthorised access. In the event of any injury to members of the public, or delays due to security issues, as a result of the public gaining access through breaks in fences barriers, or gates left open by contractors, then responsibility will be deemed to be with the contractor concerned.

No Persons are permitted to ride on vehicles fork lifts/buggies etc. unless a specific seat is provided for them.

### **Showground Protection**

Care should be taken by all Contractors to avoid damage to trees, park furniture and fittings, and easily damaged ground surfaces.

Where it has been agreed with the Site that any plant, equipment or vehicle may be left on grass areas for any period of time, then the contractor is responsible for providing, and using when requested suitable wooded or metal pads under vehicle wheels.

Where it has been agreed with the Site Manager that generators are to be used or installed on site then these must be diesel only (unless agreed with the Event Safety Advisor in advance) and must have integral or separate drip trays.

### **Contractor Vehicle Access Points**

Report to security/steward at the access point for directions or escort to site. Vehicles must not proceed into site past the access points other than on open public carriageways without authority. If security or stewards cannot be located contact the Site Manager.

Unless agreed to the contrary with SOP, all private vehicles must be parked in the designated parking area. Only vehicles issued with Vehicle Access Passes will be permitted access to the site and secure construction areas.

### **Incident Reporting and Action**

**Accidents or Damage:** All accidents and incidents involving injury or any damage will be reported to the Site Manager and the Event Safety Advisor who will keep records as appropriate and initiate any immediate action or necessary statutory reporting procedures.

Where a Contractor is responsible for notifying a reportable incident to the enforcing authority, that contractor will be reminded of their responsibility. The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) applies.

**First Aid:** All contractors are legally required to fulfil their own First Aid requirements whilst on site. During event days, additional first aid provision will be onsite for persons attending the event, any requests to access this provision should be communicated via: Event Safety Advisor or Site Manager.

**Fire:** In case of discovering a fire, contact: Event Safety Advisor or Site Manager or call 999 if contact cannot be easily made. All fires, whatever the size and even if they have been extinguished must be reported.

**Evacuation:** In the event that evacuation of the event area or the park is required details of the muster point to be used will be communicated to the Nominated Safety Representative by radio or mobile phone as appropriate.