
Contractor / Exhibitor Handbook

Health and Safety

This booklet outlines the basic rules that must be followed by contractors and other visitors working on Live Promotions Events sites.

The contractors on site are responsible for ensuring their employees, sub-contractors and others under their control have been briefed on, and follow these rules.

Breaches of rules are liable to constitute a breach of contract and persons being asked to leave the site.

All contractors are required to sign to indicate that they have read and understood the requirements outlined in this handbook using the attached receipt and acknowledgement form.

ALL CONTRACTORS AND EXHIBITORS MUST RETURN A COPY OF THEIR PUBLIC LIABILITY INSURANCE WITH THE RECEIPT FORM

On arrival on site please contact Michael Limming 07989 079082 for a venue specific site briefing

CONTENTS

1. Introduction
2. Consultation prior to commencement of contract work
3. Permits to work
4. Authorisations
5. Working area
6. Tidiness
7. Tools and equipment – Live Promotions Events
8. Tools and equipment – Contractors
9. Protective clothing and equipment
10. Fire prevention
11. Hot work
12. Smoking
13. Vessels and tanks
14. Procedure for work at height
15. Internal vehicles
16. Control of substance hazardous to health
17. Environmental protection
18. First aid
19. Accident reporting procedures
20. Speed limits
21. Security
22. Contractors acknowledgement (to be returned)

1. INTRODUCTION

It is the intention of, Live Promotions Events Ltd the client organisation, to secure highest standards of health and safety on the premises and be compliant with CDM regulations .

This booklet forms part of Live Promotions Events Safety Policy and contains the minimum requirements that all contractors must meet. All contractor staff must read and ensure they understand the project health and safety requirements contained in the book. On no account must any thing be assumed, all health and safety issues must be directed in the first instance to Live Promotions Events health and safety Co-ordinator, **Michael Limming**

Contractors key task while working on Live Promotions premises are:-

- Identify the hazards of their work, assess the risk arising from these hazards and tell Live Promotions Events how these risks are to be controlled;
- Inform Live Promotions Events of any death, injury, ill health or dangerous occurrence;
- Provide Live Promotions Events with information to be included in the health and safety file;
- Co-operate with Live Promotions Events and other contractors
- Follow any directions of Live Promotions to enable them to comply with their duties under The Health and Safety at Work etc Act 1974, in particularly risks from other contractor work.

This handbook assumes that you have made sure of the following:-

- You employ only competent, sensible staff who will arrive properly dressed with relevant PPE;
- You have adequate and valid Employers', Public (and where appropriate product) Liability Insurance Certificates;
- That you can supply copies of required certificates and licences on request.

The **attached** receipt and acknowledgement form must be signed and completed prior to starting work on Live Promotions Events premises.

2. CONSULTATION PRIOR TO WORK

Before starting any work, a responsible person representing you must report to Live Promotions Events, Site Safety Coordinator [Michael Limming], or in his absence his nominated representative.

The Site Safety Coordinator will liaise with while you are working on the site and inform you of any specific hazards – i.e. dangerous areas and any other work activities which may affect the work you are carrying out.

It should be noted contractors still have responsibility for the health and safety of their own staff and others that may be affected by their work under existing health and safety legislation. Proper consultation prior to work will be a vital component to ensuring safe systems of work on the site.

3. PERMITS TO WORK

A written permit to work system will always be required for the following activities:

- All marquee erections
- Hot works
- Confined space working
- Work at height above 2 meters

Additional permits may be introduced at the discretion of Live Promotions Events or were contractor individual risk assessments identify a requirement for a permit as part of a control measure.

4. AUTHORISATIONS

To complement and formalise the permit to work systems there is also a requirement to have written authorisation prior to commencement of the following activities:

- Demolition
- Plant and equipment worthiness
- Operators competence to perform their designated tasks

Prior to commencement of any of the above activities or any other deemed necessary by Live Promotions Events. The Contractor shall seek authorisation both verbally and in writing from Live Promotions Events Site Safety Coordinator. Authorisation will be formally recorded.

Authorisation will only be given when the necessary risk assessment has been completed, a safe system of work developed.

5. WORKING AREA

Wherever possible contract work, shall be kept separate, from Live Promotions Events working areas, offices etc. Contractor staff are forbidden to go beyond their designated area, without prior permission of Live Promotions Events Site Safety Coordinator. In such an event you will use only recognised access and egress routes, and will ensure that all your contract staff observe this restriction.

6. TIDINESS

A high standard of housekeeping is required. It is not acceptable to leave materials, trailing cables or other or other tripping hazards in access routes. You must remove all tools and materials when you complete your work. You must leave the site in a safe and tidy condition.

7. TOOLS AND EQUIPMENT – Live Promotions Events

It is your responsibility to ensure that all your employees have adequate equipment to complete the contract.

Additional tools and equipment that may be required from Live Promotions Events must be kept to a minimum and must be authorised in writing by Live Promotions Events Site Safety Coordinator.

In addition Contractors will need to produce any relevant certification required in order to demonstrate competence to use the equipment required.

8. TOOLS AND EQUIPMENT – CONTRACTORS

Lists of all lifting tackle, ladders, scaffolding, staging, planks, electrical tools and appliances should be kept available together with evidence of recent satisfactory inspection.

9. PROTECTIVE CLOTHING AND EQUIPMENT

The Contractor will supply and ensure the use of personal protective equipment (PPE) and work equipment to meet the requirements of health and safety legislation and the risk assessments undertaken prior to the work. Personal Protective Equipment is not mandatory on Live Promotions Events premises, however the following equipment may be required as identified by the risk assessment:

- Safety helmets;
- Safety Boots with steel toe cap, ankle protection and a toughened steel midsole;
- Eye protection as appropriate and hearing protection within designated zones;
- Overalls.

This list is not exhaustive and further PPE may be required as identified by the work specific risk assessment and method statements carried out by the contractor during the planning stages of the work.

10. FIRE PREVENTION

All Contractors must be aware of the system of fire warning for the area of the site where they are working. All persons must evacuate on instruction or upon hearing the alarm, and know the fire exits or assembly point. Contractors are required to sign on and off the premises when ever entering or leaving the site, even for short periods, and keep an up to date list of all their staff and any sub contractors they may have, so that a roll call can be taken.

Fire fighting equipment is available for trained personnel only, and you may be required to provide your own fire fighting equipment and trained personal if carrying out hot works, i.e. welding and as identified in your risk assessment.

All fires must be reported immediately to Live Promotions Events and the alarm raised.

11. HOT WORK

All hot work on this site is strictly controlled, on no account must any hot work be carried out with prior authorisation from Live Promotions Events site Safety Coordinator. All hot work is subject to a 'hot works' permit. Hot work may be defined as:

- Burning, welding or other hot work causing sparks, e.g. grinding and cutting;
- Any work involving the use of flame;
- Any other application of heat on – or near – a vessel or plant which contains (or which has contained) explosives or flammable substances.

12. SMOKING

Smoking is not permitted within any part of the building, smoking is only allowed outside the building.

Any no Smoking signs must be strictly observed

13. VESSELS AND TANKS – CONFINED SPACES

A written permit and authorisation must be obtained before any entry into a confined space. Typical confined spaces may include:

- Shafts, tunnels, manholes, sewers, ceiling voids, cellars and basements, boilers and vessels

Confined spaces are not necessarily small or completely enclosed, even in an emergency; do not enter a confined space, unless you are fully equipped to do so. If in doubt, assume the workplace is a confined space, and contact Live Promotions Events site Safety Coordinator.

14. PROCEDURE FOR WORKING AT HEIGHT

All work at height must be risk assessed and a suitable safe system of work developed. In order to prevent falls the following precautions should be considered as part of the risk assessment and method statement:

- Decide prior to starting what equipment will be suitable for the job and the conditions on site,
- Choose a safe method of getting to and from the work area;
- Ensure that platforms have guard rails and toe boards;
- Check all the access equipment is in good condition and ensure that whoever puts equipment together is trained and competent;
- Supervise those that are allowed to use the equipment and make sure it is used properly;
- If equipment is provided by another company, check before using it;
- Only use ladders as workplaces for short periods, and then only if it is safe to do so. It is generally safer to use a tower scaffold or mobile elevating work platform;
- Treat the use of harnesses and lines to prevent falls as a last resort – they only provide protection for the person using the harness in the event of a fall, they do not prevent the fall, itself.

If in any doubt seek advice from Live Promotions Events site Safety Coordinator.

Mobile elevating platforms (MEWP) frequently used to access height around the site, and provide excellent safe access to high-level work. However the following precautions need to be observed and considered when carrying out risk assessments and developing safe systems of working at height:

- All person operating the MEWP's should be trained and competent;
- The work platform is provided with guard rails and toe boards;
- It is used on suitably firm and level ground, the ground may have to be prepared in advance;
- Tyres are properly inflated and are in good condition;
- Any outriggers are extended and are chocked as necessary before raising the platform;
- All persons should be aware of what to do if the machine fails with the platform in the raised position.

Always check the limitations of the machine in the manufacturer handbook before taking them onto unprepared or sloping ground. Wearing a harness with a lanyard attached to the platform provides extra protection against falls, especially while the platform is being raised or lowered.

15. INTERNAL VEHICLES / ONSITE

All contractors vehicles on site must carry the correct level of insurance and at all times adhere to site speed limits or those imposed by the organisers. Vehicles may only be parked in designated areas.

16. COSHH – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Prior to commencement of work the contractor will inform Live Promotions Events of any activities which might use or create a substance which is hazardous to health. It must be demonstrated by assessment the exposure levels expected and control measures to be taken. The Contractor should have available a full list of substances to be brought onto site for inspection by Live Promotions Events. Contractor are expected to have safety data sheets for all hazardous substances used.

All chemical spillage's must be contained and disposed of in accordance with the COSHH assessment and Material Safety Data Sheet.

All chemicals and containers must be stored in secure areas, tops must be replaced after use. All partially used containers must be removed from site or suitably stored after use.

17. ENVIRONMENTAL PROTECTION

The contractor will ensure that all work (including the use of equipment, materials and substances) is carried out in a manner to ensure compliance with all relevant regulations concerning the control of environmental effects of the work carried out.

The contractor must minimise the creation of dust, fumes or any other impurity, which could be offensive or injurious or cause damage to equipment.

Work involving asbestos must not be carried out without authorisation from Live Promotions Events site Safety Coordinator. Permission will only be given if the contractor can ensure total compliance with the Asbestos at Work Regulations and associated approved codes of practice and guidance. Asbestos removal must be entrusted to a specialist sub-contractor licenced by the Health and Safety Executive (HSE).

Any incidents that cause or might possibly cause any form of environmental contamination shall be immediately informed to Live Promotions Events, site Safety Coordinator.

The contractor shall immediately take steps to minimise the extent of the environmental contamination and shall co-operate fully with the site management and provide all relevant information to the company during subsequent investigation into any incident.

18. FIRST AID

First aid facilities are available to Live Promotions Events staff, however the contractor must have their own first Aider and kit for use in the working area.

19. ACCIDENT REPORTING

All accidents, near misses and dangerous occurrences shall be reported in accordance with the requirements of the RIDDOR Regulations 1995. (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

All accidents on site must in addition to the above, be reported to Live Promotions Events site Safety Coordinator. Live Promotions Events will, where necessary, investigate promptly any accident, near miss or dangerous occurrence that is reported.

20. SPEED LIMITS

The speed limits of vehicles around the perimeter of Live Promotions Events buildings must be consistent with safety and must not exceed that shown on the notices displayed within the site.

21. SITE SECURITY

Contractors will be subject to the same security arrangements that exist for all persons on Live Promotions Events premises

22. RECEIPT AND ACKNOWLEDGEMENT FORM (DETACHABLE)

This form is to be completed by each Contractor and be detached and passed to the Live Promotions Events Safety Coordinator prior to starting work.

Name and Address of Company:

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Brief Description of Work:

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As an exhibitor or trader I understand that I am responsible for health and safety within my stand space and have a meaningful risk assessment and public liability insurance covering attendance at the event

Contract/Order Number:

We acknowledge receipt of the Health and Safety Induction Handbook and note the Live Promotions Events Health and Safety Policy Statement, the general safety matters and the specific Health, Safety and Welfare and Technical Matters. We agree to abide by the contents of the document and for it to form part of the contract with Live Promotions Events.

Signed:

Name:(BLOCK CAPITALS)

Title:

On behalf of (Company)Date: