



SITE SAFETY MANAGEMENT FOR CONTRACTORS

Epicycle

Performed by

Cirk VOST

Presented by

**Hull UK City of Culture
2017**

Issue date: 10/07/17

Version – V1

SITE SAFETY MANAGEMENT INFORMATION AND GUIDANCE FOR CONTRACTORS

PURPOSE

Project description; site management organisation; site plan;
key contacts

CONSTRUCTION, DESIGN and MANAGEMENT REGULATION 2015
Requirements to comply

SITE ACCESS & LOGISTICS

Personnel access controls; event passes

TRAFFIC MANAGEMENT & SITE DELIVERIES

Car and truck parking; drivers' code of practice; access roads;
& deliveries to site

PERMANENT FACILITIES AND SERVICES

Telephones; catering; toilets; waste water discharge;
waste management & cleaning services

TEMPORARY FACILITIES

Access equipment; temporary power; scaffolding temporary
handrails and inspections; fire fighting equipment;
radio communications

SAFETY MANAGEMENT

General health & safety rules; hot works; co-ordination of
hazardous activities; protective clothing

CONTROL OF HAZARDOUS ACTIVITIES

Working in confined spaces; control of substances hazardous to
health; working at height, cranes and access equipment; interruptions
to lighting or power; noxious gases, air pollution and dust control;
accidents; emergency procedures

CONTRACTORS ON SITE

Documentation

PURPOSE

This document sets out the site rules which shall apply to all those working on the named event, ensuring safety and consideration for others at all times. Following these guidelines helps to ensure that your personal health and safety and that of those working on and visiting the site is maintained.

PLEASE ENSURE YOU READ THIS DOCUMENT AND COMPLETE THE ACKNOWLEDGEMENT FORM ON PAGE 10 AND RETURN IT TO TG EVENTS LTD.

Nothing in these guidelines absolves contractors from their duty to comply with all existing relevant legislation, including the Health & Safety at Work etc Act 1974 and Management of Health and Safety at work Regulations 1999

If there is anything regarding work on site that you wish to clarify please do not hesitate to ask.

CDM 2015

CDM roles and responsibilities

Client

Hull UK City of Culture 2017

Principal designer

Cirk VOST

Principle contractor

Cirk Vost and TG Events

Contractors will be expected to comply with CDM regulations including attending a site induction and tool box talks when required.

Project Description

The project is called Epicycle performed by Cirk VOST from France
The show is presented by Hull UK City of Culture 2017

Site Management Organisation

Adam Long is the site and production Manager
Gareth Hughes is the Site Safety Manager

Site Plans

See appendix

Key Contacts

| | |
|-----------------------|---------------------------------------|
| Venue | West Park, Hull |
| Site Manager | Adam Long 07754 728316 |
| Safety Manager | Gareth Hughes 07733 112272 |
| Client | Hull UK City of Culture 2017 |

SITE ACCESS AND LOGISTICS

Personnel Access controls

The park is open to the general public every day between 7am and 8.30pm. Please enter through the main entrance from Holderness Road, park up and contact the site/production manager.

The site manager reserves the right to refuse entry to any person at any time.

Event Passes

The promoter will co-ordinate pass requirements for the event in advance. Pass requests should be sent as soon as requirements are known.

TRAFFIC MANAGEMENT & DELIVERIES TO SITE

The site manager co-ordinates materials delivery and traffic management information for the whole site, and will ensure that information is disseminated. Deliveries and work schedules should be agreed in advance with the site manager.

Car and Truck Parking

There is limited on-site parking. Arrangements must be made in advance. Do not assume that trucks and other vehicles can be left on site after deliveries have been made.

Drivers' Code of Practice

You must comply with the following Site Rules when entering the site:

- speed limit on site is 5mph
- vehicles must not use hazard warning lights but turn on headlights and use flashing beacons if fitted AT ALL TIMES when travelling within the confines of the site
- where fitted, reverse warning indicators must be operational
- engines must be switched off when stationary
- Reversing assistants should be used for reversing

Access Roads

All work areas must be kept clean and tidy to maintain unimpaired access and egress at all times – particularly in the vicinity of access roads. All staff and contractors must ensure all debris from their work goes into the bins provided. Where a plan of work results in obstruction to access, alternative measures must be agreed with the site manager.

Deliveries to site

See attached Build schedule

PERMANENT FACILITIES AND SERVICES

Telephones

Telephone facilities may be made available for business purposes only.

Catering

There are no general catering facilities/provision.

Toilets

Toilet facilities are available on site.

Waste water discharge

Drains within the site are only for uncontaminated rainwater – any waste water entering a surface drain will adversely affect the water environment in the area.

All contractors must comply with the following site rules:

- nothing which may cause pollution, including muddy water, should enter a surface drain or be discharged to wash basins
- contractors shall only discharge waste water to a foul water drain
- contractors must obtain permission from the site manager before discharging waste water into a foul water drain

Waste management and cleaning

The promoter's cleaning contractor will be responsible for:

- the provision and emptying waste containers
- disposal of special waste eg. Batteries, lighting tubes, spent oils etc
- operating the waste management system

Additional waste disposal needs must be identified to the site manager before work commences. All redundant packaging materials shall be properly deposited in the waste containers provided.

TEMPORARY FACILITIES

Access Equipment

Contractors are reminded that they are responsible for the safety management of all access equipment operating under their control.

Temporary power

Temporary power will be supplied by TG Events

Any temporary power requirements should be advised in advance to the site manager.

Scaffolding, temporary handrails and inspections

If contractors propose to provide scaffolding within their specific area of work, this must be advised in advance. This must be constructed and maintained in accordance with the Construction (HS&W) Regulations.

Fire-fighting equipment

It is the responsibility of the Fire Marshall to identify fire fighting equipment requirements for the site. Contractors should inform the site manager/Fire Marshall immediately if they are aware that fire-fighting equipment has been used or requires maintenance. Contractors should also make the site management aware of any additional equipment that may be required.

Radio communications

The use of temporary two-way radios is prohibited without the permission of the site manager, who will coordinate the type and frequency of such equipment on site.

SAFETY MANAGEMENT

This section summarises an overview of key Health and Safety issues. A detailed Healthy and Safety Plan will be available from the Safety Officer

Promoter's Health and Safety advisor is:

General Health & Safety Rules:

- No work is permitted in public areas while the general public are on site, except in special circumstances and with the agreement of the site manager
- No storage of hazardous or flammable liquids except in designated areas
- All portable electrical equipment must be in safe working order and have a valid PAT test certificate
- Smoking is not permitted on site
- Contractors who are under the influence of alcohol are not permitted to carry out any work and will be required to leave the site
- Drugs are not permitted on site, except for those obtained by medical prescription – any person suspected to be under the influence of drugs will be required to leave the site
- All aisles, corridors, access and exits must remain clear
- Fire exits must not be obstructed at any time
- Rubbish should not be left to accumulate – all rubbish must be bagged and removed to the appropriate area
- All safety signs must be obeyed
- Do not work alone on potentially hazardous operations

Hot works

All hot works must be advised and approved in advance by the site manager. Ensure that barriers and signs are placed around the working areas where appropriate, and removed upon completion of the works.

Coordination of hazardous activities

If a contractor believes that there is an increased safety risk resulting from the interface between their works and others (eg. Power interruptions resulting in lighting failure), the contractor should liaise with the site manager to ensure that all interfaces are investigated and communicated.

Protective clothing

Method statements must indicate where and when protective clothing or accessories must be used. They must also indicate whether or not the persons in the vicinity of the proposed workplace are required to use the same or similar equipment.

There are specific circumstances that demand the use of protective clothing, such as, personnel handling hazardous chemicals require specific protective clothing and possibly eye and breathing protection.

All persons working in designated construction areas are required to wear protective safety helmets, industrial footwear and hi-visibility jackets.

Eye protection is required when using grinders, concrete breakers etc, Harnesses must be worn when working on high level areas without handrails.

Control of hazardous activities

Working in confined spaces

Contractors are obliged to ensure the safety of employees involved in work in confined spaces. Those measures must be included in method statements for approval by the site manager.

No person may enter live foul sewers, manholes, covered trenches or other confined spaces prior to completion of all necessary tests. Entry to a confined space is dependent on the availability of escape and rescue equipment, competent personnel and the personal monitoring devices worn by those entering the space.

Control of substances hazardous to health

Contractors must comply with the Control of Substances Hazardous to Health Regulations 1999. Contractors must agree the method of delivery, handling, storage, use and disposal with the site manager and receive a permit to work from the appropriate source.

Where activities impact on the work of others, consultation must take place to ensure that safety procedures are common knowledge.

Working at height, on cranes and general access equipment

The contractor must comply with LOLER Regulations, having an appointed person for crane lifts, to ensure that assessments are carried out in the area of operation.

Users of hydraulic platforms and cranes must give consideration to site ground conditions. All plant should have pneumatic tyres to distribute the load; solid tyres are not acceptable. All access platforms must be stable without the use of out-riggers. Plant must not be turned within the wheelbase or subjected to abrupt changes of direction. Any damage caused by a contractor through non-compliance may be re-charged.

Plant operatives must be registered with the CITB-CTA Plant Operative, or a similar accredited scheme.

Interruptions to lighting or power

Any interruptions to lighting or power must be notified to the site manager who will ensure that the interruption is coordinated and does not raise any safety issues.

Noxious gases, air pollution and dust control

All contractors shall minimise dust, dirt or noxious gas emissions on site. Where activities are likely to produce dust, the method statement must detail the control measures proposed and be copied to the site manager,

Vehicles which in the opinion of the site manager, do not appear to be properly maintained, or which produce excessive exhaust fumes, will be required to leave the site.

Accidents

The response to all accidents must be immediate and effective, both in handling the casualty and the measures taken to prevent reoccurrence.

All on site should be familiar with safety procedures, the location of first-aid facilities, how to obtain assistance to resolve a dangerous situation, and the location of assembly points.

To summon immediate first-aid help, contact the site production office.

In the event of a structural or technical failure resulting in danger or injury, contact the production office.

All accidents must be recorded in an accident book, at the first-aid point and the production office.

It is the statutory responsibility of employers to provide Reportable Injuries, Diseases and Dangerous Occurrences Reports to the HSE. In addition, the

promoter requires contractors to submit a copy of the RIDDOR report to the production office.

Emergency Procedures

The full cooperation of all personnel under the site manager's directions are required and non-negotiable. In the event of a full site evacuation, assemble at the assembly point indicated on the site plan attached.

CONTRACTORS ON SITE

The contractor will not sub-let, divide, or hire any other company or individual without the express agreement of the site manager and or promoter. The contractor will ensure one competent and experienced member of his staff is available at all times to manage and control the works. Any company working on site as a sub-contractor will be required to sign the acknowledgement of these site rules prior to commencing work on site. Any sub-contractors must be identified to the site manager IN ADVANCE.

Before work commences

The contractor must supply the site manager in advance, with the following documentation:

- Company safety policy
- Risk assessment
- Method statement for the works
- Identify key members of personnel to be present on site, and provide contact numbers
- Provide information on vehicles and staff numbers expected on site

ACKNOWLEDGEMENT OF CONTRACTOR SITE RULES

Event

Epicycle

Event Dates – 12th and 13th august 2017

Declaration

I acknowledge receipt of the SITE SAFETY RULES relating to this event, which incorporates information and guidelines for contractors.

I have read the guidelines and I understand that compliance with this document is a precondition for permission to work on site.

I undertake to ensure all personnel supplied by my company are made aware of these rules, have received a site induction and agree to work within these guidelines.

| | |
|------------|--|
| SIGNATURE | |
| PRINT NAME | |
| POSITION | |
| COMPANY | |
| DATE | |

Please sign a copy of this form on site or email tim@tgevents.co.uk