

**NANTWICH AGRICULTURAL SOCIETY LTD 2017**

**SAFETY RULES AND REGULATIONS FOR CONTRACTORS**

**CONTRACTORS MANAGEMENT**

**AND EXHIBITORS 2017**

## **SAFETY RULES AND REGULATIONS**

	PAGE
CONTENTS	2
<b>Safety Regulations</b>	
1 Contractors and exhibitors to inform employees	3
2 Reporting to the Societies Representative	3
3 Statutory Provisions	4
4 Personnel	4
5 Permission to Work and Permits	4
6 Working Hours	5
7 Vehicles	5
8 Emergency Alarm Procedures	5
9 Fire Safety and Alarm System	5
10 Personal Protective Equipment	6
11 Safety Equipment	6
12 Catering and Welfare	6
13 Reporting of Accidents and Dangerous Occurrences	6
14 Hot Work	6
15 Entry into confined spaces	7
16 Evacuations	7
17 Signs and Barriers	7
18 Scaffolding, Ladders and Access Equipment	7
19 Building Operations	7
20 Overhead Work	8
21 Portable Equipment	8
22 Lifting Tackle, Hoists and Slings	8
23 Test Certificate for Lifting Tackle, Air Receivers	8
24 Machines and Tools	8
25 Danger from Electricity	8
26 Site services	9
27 Warning of Danger	9
28 Working Area	9
29 Effluent	10
30 Plant and Equipment	10
31 Access and Egress	10
32 Alcohol and Drugs	10
33 Safety Monitoring and Disciplines	10
34 Method Statement & Risk Assessments	11
35 Hazardous Substances	11
36 Flammable Substances	11
37 Animals	11
38 Contractors and Exhibitors notes and guidance	12

## **SAFETY RULES AND REGULATIONS FOR CONTRACTORS**

The Society, in addition to its statutory obligations, has adopted a number of rules and safe practises of its own in order to set and maintain a high standard for its events.

The following regulations have accordingly been drawn up in order to acquaint those carrying out work for and participating in the societies events with the minimum standard of safety that they are required to maintain at all times. The regulations are not to be regarded in any way as relieving contractors of their statutory obligations, or of their efforts to avoid accidents or ill health neither are they intended to restrict or impede the way in which work is performed. In this latter respect, the society considers that if its safety regulations are understood and borne in mind at the earliest opportunity contractors will find no difficulty whatsoever in complying with them. Exhibitors must be familiar with livestock byelaws and trade stand regulations. The term exhibitors includes all those connected with trade stands, anyone providing a service for or taking part in the event in anyway.

In certain cases when construction is going to take place the society will make the Management Contractor responsible for all of the Safety, Health and Environmental requirements for the whole project. However, this will not mean that our society rules do not apply. (IF YOU ARE ONE OF THE COMPANIES HELD RESPONSIBLE FOR THE WHOLE PROJECT PLEASE SIGN THE EXTRA SECTION ON THE ACKNOWLEDGEMENT RECEIPT)

When tendering for a contract, before any contract can be awarded you will be required to complete method statements and or risk assessments. These will be assessed, and if you meet the standard required as a competent contractor you may be awarded the contract.

### **SAFETY REGULATIONS:**

#### **1. Contractors and Exhibitors to Inform Employees**

It is the responsibility of the contractor and exhibitor to ensure that all his employees, his Sub contractors and their employees, whilst on the society's site are acquainted with these Safety Regulations. A copy of these regulations must be displayed in an area where personnel will be able to read them. The contractor or exhibitor must ensure that any sub contractor or visitors to the works or site comply with these Rules and Regulations.

#### **2. Reporting to a Society Health & Safety Representative (SHS rep)**

Before commencing on any new contract, the contractor's or exhibitors senior representative at the site must report to the person on the gate, who will then contact a society health and safety representative in order to:

- a. Have the site of operations defined.
- b. Be informed of the facilities available for the contractor's employees.

- c. Receive any special information about the society's processes which may affect the work.
- d. To discuss the safe conduct of the work to be undertaken.
- e. Advised of whom to contact for future reference.

NOTE: the term health and safety representative includes any society official delegated to perform these functions. This person's name will normally be written on the permit or authorisation to work and all matters relating to the work in hand on site must be referred to that person.

### **3. Statutory Provisions**

Attention is drawn to statutory provisions, including the following:

- Health and Safety at Work Act (1974)
- Construction (Design and Management ) Regulations 1994
- Construction (Health, Safety and Welfare) Regulations 1996
- Control of Substances Hazardous to Health Regulations (2002)
- Electricity at Work Regulations (1989)
- Management of Health and Safety at Work Regulations (1999)
- Noise at Work Regulations (1989)

### **4. Personnel**

All contractors and exhibitors, sub contractors and visitors to the society's site must have the details of their vehicle taken at the entrance; they will then receive further instructions and be directed to their stand.

If you have been issued with an identification badge, it must be worn at all times when on site. Any contractor or exhibitor not doing so may be asked to leave the site.

### **5. Permission To Work And Permits**

Do not start any work, or preparatory work, on site until the necessary permission has been obtained from the SHS rep. This permission must be renewed as specified within your authorisation or permit to work and can be withdrawn at any time should circumstances make this necessary.

As part of the societies duty of care arrangements towards contractors and exhibitors, a permit to work system is in operation for Work at Height, Hot Work, certain work on electrical installations / where maintenance, repair, cleaning operations require isolation of mechanical, electrical, pneumatic, pressurised systems, and entry into confined spaces. Permits will be issued to contractors by the SHS rep as means of controlling activities, ensuring safe working conditions and practises, and preventing risks to those on site.

Your SHS rep will be required to confirm permit conditions prior to work commencing, as well as cancellations.

Valid permits will need to be available at all times for monitoring purposes at the specified work areas.

Special arrangements should be made where a fenced off 'construction area' has been designated as a demarcated site. This will be under strict management and supervision of the contractor or exhibitor.

## **6. Working Hours**

Normal working hours are day light hours only. Strictly; no working during the hours of darkness. Specific arrangements must be made in advance with the SHS rep to work outside the above times, including weekends.

## **7. Vehicles**

Vehicles must not be left running unattended on site. If it is necessary to bring a vehicle onto the site (e.g. to deliver tools, goods etc) the vehicle must only be parked in a place specified by a society representative. All drivers are to observe the speed limit and be aware of other vehicles movements. No motorcycles or cycles are to be taken on site without prior permission. Exhibitors are not allowed to demonstrate or exhibit vehicles in the avenue during the show.

## **8. Emergency Alarm Procedures**

The society operates an emergency alarm procedure which contractors and exhibitors are obligated to follow. The main points in the emergency alarm procedures which must be carried out by contractors and exhibitors are:-

- a. In case of fire – raise the alarm, call 999, inform a steward and evacuate the site with site personnel.**
- b. On hearing the fire alarm – evacuate the site with site personnel.**

## **9. Fire Safety and Alarm Systems**

Any interference with the electrical wiring and other mechanisms of the fire alarm system is prohibited. Request for the temporary testing of such equipment must be made to a society representative. No contractor or exhibitor may light a fire or barbecue without prior consent. Exhibitors bringing their own tentage must ensure it is treated with a suitable fire retardant. For large marquees a plan showing all fire exits must be submitted to the society for approval, and all such exits will be clearly marked within the marquee following approval. All trade stands must have a suitable fire extinguisher in a prominent position on full view. This is an entry requirement to the show, and will be inspected by the SHS rep.

## **10. Personal Protective Equipment**

All personnel working on the societies events are required, (where specified) to wear overalls, hi viz vests or similar protective clothing, approved safety footwear and hard hats.

(N.B. This will vary according to particular site requirements).

## **11. Safety Equipment**

Any safety equipment provided for the safety of the societies employees and others employed on the societies premises must not be misused or interfered with. Damage to this equipment must be reported immediately to a SHS rep.

## **12. Catering and Welfare**

Eating is forbidden in areas where chemicals are stored. Designated eating areas are provided on site. Following any contact with livestock it is essential that hands should be washed before eating and drinking. No exhibitor may sell food or drinks without obtaining prior consent. Caterers must comply with the Food Hygiene regulations and be familiar with the main health and safety laws applicable to catering, as supplied in the HSE information sheet 11 available free as a download from the HSE website. SHS reps may inspect facilities to ensure they have sinks and basins supplied with constant hot and cold to wash personnel, food and equipment.

## **13. Reporting of Accidents and Dangerous Occurrences**

The societies first aid services are available for treatment of any injuries. Contractors and exhibitors should make themselves familiar with these arrangements. All accidents and dangerous occurrences must be reported to a SHS rep as soon as possible. Any industrial disease, injury, near miss accidents or illnesses, resulting from work carried out on site must be reported to a SHS rep.

## **14. Hot Work**

Before work is commenced involving the use of flame or electrical apparatus or any equipment which can produce sparks such as grinders or electrical drills on, or in the proximity of any plant, or equipment, all necessary steps must be taken to ensure that the work can be done without risk of fire or explosion.

All necessary clearance certificates and permits authorising the work, must be completed and signed before work commences by a SHS rep.

## **15. Entry into Confined Spaces**

No person shall enter any confined spaces until all precautions set out in the Confined Space Regulations 1997 have been complied with and a society entry permit has been completed and signed by a SHS rep.

## **16. Excavations**

Before any excavation work is commenced, a SHS rep must be consulted. All excavation work must comply with the requirements of the relevant construction regulations. The position of underground services must be established before excavation work begins. All fence posts, flag poles or holes must be filled, reseeded or returfed.

## **17. Signs And Barriers**

Contractors and exhibitors must provide and erect sufficient signs, barriers and any other necessary protection to ensure the safety of others. All excavations and openings must be securely fenced and any observations must be marked with a warning flag and/or warning lamp during darkness. During the execution of all such work the surrounding area must be maintained in a state of tidiness, loose material of whatever kind must not be left about or allowed to obstruct roadways, pedestrian routes or working areas.

## **18. Scaffolding, Ladders And Access Equipment**

All scaffolding, including mobile towers, will be erected in accordance with the accepted Codes of Practice. Where scaffolding is for use by the contractor or exhibitor, it shall not be used until passed by a recognised competent person appointed by the contractor. Scafftags must be completed and displayed.

NOTE: When scaffolding is used by the employees of two or more employers, such employers are responsible for seeing that it complies with the requirements at the time when their employees are using it, even though it may have been erected by another employer.

## **19. Building Operations**

The society requires all building work to be carried strictly in accordance with the regulations made under the relevant Acts, and emphasises in particular the importance of complying with these in relation to work done on or near fragile roofs and excavations.

## **20. Overhead Work**

No work must be commenced above the heads of the society's staff, employees, or exhibitors or over roadways, pedestrian routes or moving machinery until all precautions have been taken to ensure the safety of persons and property below.

## **21. Portable Equipment**

Before any portable electrical equipment is brought onto the site by a contractor or exhibitor and used, a current test certificate must be shown to a SHS rep if requested.

Portable electrical equipment must comply with the current edition of the Electricity at Work Regulations. These should be either 110v or 240V in conjunction with an RCD. Three phase equipment and mobile generators may be used but only with prior consent by a SHS rep.

All portable machines must be guarded in accordance with the relevant Work Equipment Regulations.

## **22. Lifting Tackle, Hoists and Slings**

All lifting tackle, hoists and slings are to comply with all relevant regulations. The society cannot undertake to supply any of the above equipment.

## **23. Test Certificate For Lifting Tackle Air Receivers Etc.**

Before any lifting machines and tackle or air or steam receivers are brought onto the site by a contractor and used, a test certificate and current statutory inspection report must be shown to a SHS rep.

## **24. Machines and Tools**

Contractors and exhibitors are not to use any of the society's equipment without prior agreement from a society representative. The contractor or exhibitor will ensure that the person/persons are competent in the operation of the equipment requested for use. Any hydraulic equipment raised for the show must be made safe with the correct mechanical restraining mechanism and carries a valid safety certificate. All machines must have the appropriate safety guards fitted and used as recommended by the manufacturer, and in line with current industry recommended safe practises. Machines must have valid inspection certificates if appropriate.



## **25. Danger From Electricity**

If it is necessary to carry out work in any place where there is danger that persons could come into contact with electrical equipment which is live or could become live, such work must not commence without the permission of a SHS rep. Electrical isolations must only be carried out by staff or electrical contractors authorised by the society. Contractors and exhibitors are also reminded of the danger from the distribution of high and low voltage systems on site. You must check the position of cables (underground and overhead) before erecting marquees, signs and stalls. Electrical connections must comply with current I.E.E Regulations; non-compliance may lead to disconnection. In permitting connection the society does not accept responsibility for the contractors or exhibitors installation. Contractors and exhibitors must not leave the site until the supply is disconnected and made safe.

## **26. Site Services**

On no account may you use the society's electricity, gas, water or compressed air without prior permission. Use of the society's telephones for outgoing calls is prohibited unless permission has been obtained. All contractors and exhibitors are responsible for ensuring their installations comply with current regulations. They must not leave the site until any connection has been made safe.

## **27. Warning Of Danger**

Care must be taken at all times to protect the society's staff, visitors and property. Any circumstances which give risk to danger must be reported immediately to a SHS Rep.

## **28. Working Areas and exhibitors stands**

Works areas and stands are to be kept tidy and free from accumulations of rubbish and surplus materials. Under no circumstances is rubbish to be burned on the site. On completion of work and the close of the event, the area is to be left clean and tidy, with waste and excess materials removed. The carry over of mud, dirt, soil etc, must be promptly removed from the roads on site.

The disposal of all waste, rubbish etc. is the responsibility of the contractor and exhibitor who must comply with the duty of care. Waste must not be deposited in the society's skips without permission. Contractors and exhibitors are responsible for their own work place, or stand and security of property, tools, materials, equipment etc.

The society will not accept liability for claims arising from the loss or damage to property brought onto the site. Any theft or deliberate damage should be reported to the society representative to enable an investigation to be carried out.

The society reserves the right to search contractor's and exhibitors work areas, personnel and vehicles at any time whilst on society premises.

## **29. Effluent**

Nothing shall be discharged to drains or ditches, unless clearance has been given from a society representative. The discharge of materials over roadways, shingle, hard standing areas or grassed areas is prohibited at all times. All wastes including paints, solvents, chemicals, feedstuffs, manure and bedding materials etc., must be removed from the events site and disposed of by the contractor or exhibitor.

## **30. Plant And Equipment**

Contractors and exhibitors are prohibited from using any society equipment unless prior authorisation has been provided by a society representative.

Interference with plant and equipment such as the stopping and starting of motors etc., is strictly forbidden. Operations of this nature for test purposes must only be carried out when permission has been obtained. In the event of accidental breakage or damage to any item of equipment or property it must be reported to a society representative without delay.

All contractors and exhibitors equipment must be checked and tested as necessary before being brought on site. The contractor or exhibitor must ensure therefore, that the equipment is in good condition, fit for use and complies with current legislation.

## **31. Access and Egress**

Before commencing work, contractors and exhibitors should ensure that all access and egress points including emergency exit routes are clear of any obstructions. Similarly the same applies throughout the job or show and at the end of the work or show; the contractor or exhibitor should also ensure that no waste, plant or materials obstruct access routes.

## **32. Alcohol and Drugs**

Persons under the influence of alcohol or drugs will be refused admittance to the site.

## **33. Safety Monitoring and Disciplines**

The society expects the contractors or exhibitors company to implement its own monitoring procedures of its own activities, and this procedure should be incorporated within its method statement and or risk assessment. The SHS reps have the authority to and will inspect all contractor areas, and have the authority to stop the job.

Any unsafe acts or conditions, including breaches of legislation and site safety rules, may result in cessation of the contract or exhibit, or removal of contractors or exhibitors employees.

### **34. Method Statements & Risk Assessments**

The society operates a system of work where the contractor or exhibitor may be required to supply a method statement and or risk assessment(s) before any work or exhibit can be started.

### **35. Hazardous Substances**

Contractors and exhibitors are required to fulfil all the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations for all substances brought onto the site. Manufacturer's safety data sheets and COSHH risk assessments must be available as they may be requested by a SHS rep. The use of substances containing toxic chemicals, including sheep dips to prepare sheep on the site is strictly forbidden. Offenders will be asked to leave immediately and will not be allowed to attend future events. Trade stands should only display new empty containers.

Substance assessments should be carried out by the contractor or exhibitor. Where hazards arise, and no alternate non- hazardous substances can be used, then precautions on use, handling and storage must be included within the method statements, risk assessments and COSHH assessments then implemented at all times when on the event site.

Details of any substances and /or unidentifiable organisms found during contract works must be notified to a SHS rep in order that a risk assessment can be undertaken before work continues.

### **36. Flammable Substances**

Flammable substances must be stored and used in accordance with regulations. HSE leaflet INDG 227 safe working with flammable substances and general gas safety leaflet are recommended valuable sources of information. Caterers, contractors and exhibitors must use Liquid Petroleum Gas (LPG) in accordance with HSE information sheet CHIS5 small scale use of LPG cylinders and sheet CAIS23rev1 gas safety in catering and hospitality. All of these leaflets are free to download from the HSE's website. Gas appliances must have a valid current examination and test certificate provided by a competent person.

### **37. Animals**

Anyone riding a horse or pony must wear a hat approved to British standard and that of the horse or pony society, association or discipline under whose rules they are competing or exhibiting. Dogs are permitted on site, but must be kept on a lead at all times. They will not be allowed access to all parts of the show ground. It is advisable to check first on which restricted areas apply. Senior bulls must be led by two handlers at all times. Young people must only lead cattle with an older experienced person supervising. All bulls above one year old should have rings or bull dogs in their nose to be used with leading sticks, bull poles. One of the options listed below will apply.

- a) Two people, one with a pole attached to the bulls nose ring and the other using a rope or chain attached to a halter or head chain via the nose ring.
- b) Two people using ropes or chains, one rope or chain attached to a halter, the other attached either directly to the nose ring or via the nose ring to the halter.
- c) One person using a bull pole attached to the nose ring, and a rope or chain attached to a halter or head chain via the nose ring, with a competent person standing by ready to assist if required.
- d) One person using a rope or chain attached to a halter with a second rope or chain attached directly to the nose ring or via the nose ring to the halter, with a competent person ready to assist if required.

### **38. Contractors and Exhibitors Safety Notes**

- Do not start work without authorisation.
- Display all permits at the place of work.
- Check evacuation procedure and location of assembly points.
- Tools/ safety equipment must be in good condition.
- Safety footwear, Hi Visibility Vests/ overalls /gloves and helmets must be worn.
- Safety spectacles and ear defenders must be worn where designated.
- Obey all site signs.
- If in any doubt ASK an appointed SHS rep.