



Traders and Contractors Site Safety Guide and General Information 2018

Please find enclosed important information relating to The Cornbury Music Festival site safety and access, and documentation required.

For more information please contact:

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1. Introduction

Cotswold Festival Ltd (Cornbury Music Festival) promotes and practises safe working conditions in all areas of the event site. This is a multi contractor site and there are multiple risks and hazards associated with the set up, event and breakdown of the festival. You are reminded of your Duty of Care to others on site, working or otherwise, with regards to health & safety, and to observe and be familiar with all current guidance and legislation relating to your services.

Please also refer to the recent *Construction (Design & Management) 2015 Regulations* (CDM) that came into force on the 6th April 2015. It is important that you understand your responsibilities as a Duty Holder under CDM 2015. More information can be found on the HSE website <http://www.hse.gov.uk/>

The document sets out the basic requirements for all contractors working on the Great Tew Park site including accreditation and site safety rules. It is important that you read and comply with this information, and ensure your senior site representatives do the same.

Every person who works on the event must receive a site health and safety induction, and a copy of the Site Safety Rules. We request you circulate the Site Safety Rules to all of your staff. It is the responsibility of each staff member to read this document and review their working practices to ensure the safety of all personnel and members of the public on site.

Failure to comply with any of the information within this document or to follow safe working practices, or compliance with your own Company organisation health & safety policy may result in suspension of the activity/operation concerned and possible removal from site.

2. General Information for Traders 2017

How do I get there?

The event is held at Great Tew Park, Oxfordshire OX7 4AF – access for the trader for setting up is via the **RED GATE**

Please see accompanying maps - do not rely on Satellite Navigation as it may take you to the wrong place!

Please see below for directions and follow signage when you get to the area.

- From Oxford, follow the A44 through Woodstock, and after a few miles turn right onto the B4022 at Enstone
- From Banbury and the Midlands, take the A361 south from Banbury towards Chipping Norton, turning left onto the B4022 towards Enstone and The Tews
- From the south-west, get to Burford using the A40 or A361, then follow the A361 north to Chipping Norton, then turn right onto the A44 towards Oxford and left onto the B4022 at Enstone towards The Tews.
- From the west, get to Chipping Norton on the A44 or A361, then follow the A44 towards Oxford and turn left onto the B4022 at Enstone towards The Tews.

Timings for setting up and trading

All the pitches have been pre-allocated so please do not arrive earlier than the specified time in hope to secure a preferred pitch.

Access for setting up: Between 1.30pm and 8pm Tuesday 10th July
Between 9am and 8pm on Wednesday 11th July

Trading hours: 9am to Midnight on Friday 13th July
9am to Midnight on Saturday 14th July
9am to Midnight on Sunday 15th July

Site to be vacated by: 6pm on Monday 16th July

NB: the public campsites open at 14.00 on Thursday 12th July so please be aware that there will be public on site from then onwards.

Working passes

Once you arrive at the **RED GATE**, security will direct you to a holding area where you will need to park up temporarily. You should then go to the main box office where your wristbands and vehicle passes will be allocated. Please make sure you **ONLY** take wristbands and vehicle passes for yourself and the people who have arrived with you – any other staff arriving later will need to collect their own wristbands and vehicle passes. Your names will be checked off as you are allocated your wristbands. Please put your wristband on your wrist and put your vehicle pass in your windscreen straight away. A member of the Market Management Team will then collect you from the holding area to be sited. Please do not take your wristbands off / remove your vehicle pass until you are ready to leave the site for good on the Monday.

Parking

Any vehicles that you have not included as 'on site vehicles' and you therefore do not intend to park on your pitch are to be parked in either the RED or ORANGE car park (which are accessed from the Red/Orange Gate). You will be informed in due course which car park you should use, and supplied with relevant parking passes.

Vehicle Movement

Vehicles that are part of your stall must be in place before the site opens, and will not be allowed to leave the site until 8am on Monday 16th July. Vehicles not forming an integral part of the concession will not be allowed into the arena except for making deliveries within the agreed delivery times.

The site speed limit is 5mph so please drive slowly and take care of pedestrians. Please keep your hazard lights off and use your indicators to indicate the direction that you are travelling in

Camping

The majority of you will be camping behind your stall. However, your working wristband will allow you access to the main campsite should you need 'overflow' camping! NOTE: There are many beautiful and ancient trees within Great Tew Park, in the campsites, car parks and arena. It is the estate's policy to leave the trees in their natural state to enhance the diversity and wildlife in the park, and therefore branches may be unstable and at risk of falling. Enjoy their beauty but respect their space and **PLEASE DO NOT CAMP OR SIT UNDERNEATH THEM, OR ATTEMPT TO CLIMB THEM** (and please make sure your staff do the same).

Pitches

As mentioned above, all the pitches have been pre-allocated. As we have now sited everyone please do NOT change the size of your pitch – we have measured all the pitches out accurately according to the measurements you provided on your application form, and as you know, you have paid for the exact size you need.

3. Stall Building

In April 2015, updated Construction Design and Management Regulations (CDM) came into force, covering all types of construction projects, big and small. This includes the construction of tents or covered frameworks used for temporary stalls. Although there are no significant new requirements on traders – the Regulations do place emphasis on the need to plan and work safely.

CDM 2015 allocates duties to named parties such as the Client and Principal Contractor – For larger constructions it is important to understand these duties (For more information – www.hse.gov.uk). Traders will be considered as Clients for their own specific construction projects.

It is unlikely that small operations will be affected by the details of CDM, but the requirements to design and plan a safe and stable structure and provide enough competent people with the right tools to build the stall safely, must not be ignored.

Be prepared and bring the right equipment to ensure that you build and operate your stall safely. Please ensure that all equipment that you may require is maintained in good condition and suitable for use.

Your stall must be stable and strong enough to withstand adverse weather. You must have a good structure to stop rain coming in, ensure flooring is raised off the ground and that you have a footwear policy, e.g., wellies outside, and trainers inside; you may also have a boot wash policy. Larger traders may consider having a 'runner' that stays out of the food area and gets things from external, as required.

The Local Authority may intervene, and have the power to stop you working and may prosecute if you do not comply with Health & Safety legislation.

You must comply with the agreed Terms and Conditions of your trading contract.

You must liaise with your Trader Manager for your connection to on-site services. These must be made by authorised on-site contractors.

4. Health & Safety on Site

The following is an outline of the Safe Working Requirements, which will be required on site. The requirements below are not exhaustive. Contractors are reminded that the full range of health & safety legislation applies to work on this event and that the event organisers expect 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 will be responsible for the health & safety of their staff and others who may be affected by their activities, and will be responsible for ensuring that they and their staff comply with the full range of current health & safety legislation.

- All contractors, working on site or otherwise, will be required to work with the regard for the their own and others health & safety, in accordance with the current relevant legislation and good practice, and within their companies own health & safety management framework.
- All contractors will be required to ensure that there is a proper exchange of information and co-operation between all parties on site.
- Be familiar with the site and its particular hazards and as a pedestrian, be aware of vehicles at all times.
- Contractors should be aware that this is an open site. Members of the public may attempt to gain access purposefully or inadvertently. Contractors must monitor their work areas and inform security of any unauthorised access.
- Organisations should note that petrol generators should not be brought onto site. Where power is required, arrangements should be made through Cornbury Festival to verify the availability of power on site for use.

Working at Height

- Contractors are reminded that as part of the *Work at Height Regulations 2005*, duty holders must ensure:
 - All work at height is properly planned and organised
 - Those involved in work at height are competent
 - The risks from work at height are assessed and appropriate work equipment is selected and used
 - The risks from fragile surfaces are properly controlled
 - Equipment for work at height is properly inspected and maintained
- Duty holders must:
 - Avoid work at height where they can
 - Use work equipment or other measures to prevent falls where they cannot avoid working at height
 - Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- In general, all contractors should take steps to ensure that work is not carried out at height where it is reasonably practicable to carry out the work safely otherwise than at height.
- Work at height should only be carried out by designated and competent individuals, and properly supervised at all times.
- Work at height should only be carried out once permission has been received from the production manager to ensure that all structural work is complete prior to using it for suspension of motors or rigging.
- Class 1 and Class 2 ladders may still be used for short-term working where the contractor can demonstrate that there is a low risk and that other means of access are not justified. Ladders must, however, be positioned on a stabled surface and supported in a stable position. The ladder must be in a good state of repair and of a height suited to the task in hand.

- A ladder can be used to allow the carriage of loads provided that the user can maintain a safe handhold when carrying a load and that the contractor can demonstrate that the use of a ladder or step ladder is justified due to the short duration of use and the low risk of the operation.
- The use of access platforms on site should follow the user recommendations set out by the supplier. In general terms the platform should not be moved whilst it is occupied by any member of staff.
- Whenever overhead work is carried out make sure people (and kit) is cleared from below or that the operation is scheduled to avoid putting people at risk. All loose tools/equipment should be removed from pockets or secured with lanyards/clips. It is the responsibility of the ground crew to ensure the floor and other hazardous areas are kept clear. During any kind of overhead operation, all personnel below must wear a hard hat and hi viz.
- Onsite, there are inevitably fall risks from incomplete structures, therefore all work must be efficiently organised to minimise these risks. Where possible, incomplete structures should have a sign or barrier to inform others that they are unfinished.

Site Specific Issues during the Construction and De-Rig periods

- Any contractor or member of staff required to work on the Event site will be required to wear high-viz waistcoats or similar whilst on site during the construction and de-rig periods.
- Works extended into the evening periods and particularly overnight should take place in areas where the lighting levels are sufficient for the task at hand. Temporary lighting may be required and this must be arranged in advance.
- Contractors will ensure that their employees are provided with and use suitable PPE where required by their risk control procedures. This will include hard hats and steel toe-capped shoes.
- 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.
- Suitable fencing, warning signs and security personnel (if appropriate) will maintain the general security of the site. Signage detailing the requirement for hard-hat zones must be displayed where appropriate.
- The site will, so far as is reasonably practicable, be secured against unauthorised access during the construction and breakdown phases. Contractors and staff are expected to ensure that areas in which they are working are, where necessary, secured by means of barriers, signage and/or stewarding so as to exclude the exposure to risk of persons not in their employ.
- 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 staff, other contractors or the public.
- Suitable and sufficient welfare facilities exist within the surrounding area (not specific for event use) for staff and contractors for use on the pre/post event days. Contractors should arrange for their own first aid provision throughout the build/breakdown and event period.

- The use of alcohol and/or prohibited substances by persons working on site immediately prior to commencement of work on site is considered unacceptable.
- Persons shall not be permitted to enter or work on site under the influence of alcohol or drugs. This rule is non-negotiable, and any person found to be in breach of it shall be removed from site.
- The use of personal stereos is not permitted whilst working on site.
- Raised voices, shouting and swearing is discouraged unless in response to imminent danger.
- Misuse of the site temporary electrical system is forbidden. Please ensure you have ordered the correct power provision in advance of arrival on site.
- Misuse of the site temporary water system is forbidden – this includes adding hoses, taps etc onto the water supply. Please ensure you have ordered the correct water provision in advance of arrival on site.
- Anyone observing unsafe acts or conditions, unsafe equipment, faulty plant or tools must report the fact to their supervisor.
- All site wide safety signage and notices must be observed and obeyed. Please do not enter construction sites or areas where structures are being erected. Other than your own site.
- No person will interfere with anything provided in the interest of health, safety and welfare.
- Any persons wishing to use safety harnesses must provide the Event Safety Advisor with a detailed Method Statement explaining the procedures and the Rescue protocols in place prior to the activity commencing.
- Communication during the event between contractors, production managers and the site will primarily be way of UHF two-way radios, but also using mobile phones where necessary. Please ensure your site representative is aware of communications procedures.

Fatigue

- Each contractor should address the issues of staff fatigue and take appropriate steps to ensure that their health & safety and that of the persons working near them are not adversely affected by the overall working hours. Suitable break and rest periods should be allowed for in the planning of work activities and in providing cover for the event hours.

Completion

- For each and every temporary installation for the Festival, the Contractor is required to provide a completion/handover certificate stating that the installation has been erected and completed in accordance with the design/safety requirements. The certificate should be signed and dated by the nominated representative of the Contractor. Each marquee/tent like structure will require an individual sign off certificate.
- The electrical installation on site should be signed off by a competent person prior to the commencement of the event in accordance with BS7909.

- Drinking water test results confirming potability should be supplied for all temporary installations intended for public use. A Water Management Plan will be drawn up in accordance with BS8551.

Gas Safety

- Any gas installations should be suitably checked for safety and have a current 'Gas Safe' certificate. This will apply to any catering units or LPG generators. Copies of all such certification are to be made available for inspection and submission to Cornbury Festival via the Event Safety Officer. Each catering unit will be permitted one gas cylinder attached to the appliance per appliance. There are no gas storage facilities available on site. Storage of gas cylinders in vehicles is not appropriate unless in a correctly signed, purpose built compartment.

Waste Management

- Please respect the site and ensure waste is disposed of correctly.
- Many accidents, both minor and major, are caused by untidiness in the workplace, to maintain a safe and tidy working environment; everyone must take a systematic approach.
- Everyone on site has a responsibility to dispose of all waste materials, including broken cable ties, food waste or packaging, empty drinks bottles and used gaffa tape etc.
- Traffic routes, exits and pedestrian walkways must not be blocked or compromised.
- Ensure any spillages and waste materials are cleared up as soon as possible and that materials are stacked or stored safely.
- Waste water must be disposed of in the IBC's which are found behind the Catering and Trading runs.

First Aid, Accident and Incident Reporting

- In the first instance, contractors should ensure they have adequate first aid provision for their staff during the build and break periods.
- Medical cover on site will be available from Friday 7th July through to Tuesday 11th July.
- All accidents and incidents must be reported to the site office / Event Safety Advisor who will keep records as appropriate. The Event Safety Advisor will monitor on-site incidents and initiate any immediate action or necessary statutory reporting procedures.
- A near miss is an unplanned event, which has not resulted in injury, illness or damage, but had the potential to do so. It is important to report near misses in order to acknowledge the warnings and look for the cause, to prevent these situations recurring. A near miss can indicate that something is wrong, perhaps with the system of work, which is why it is essential that everyone be notified of near misses to ensure standards can be improved.
- Contractors are reminded of their responsibility under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 1995).

5. Fire & Emergency Procedures

- All Contractors are expected to be aware and compliant with the Regulatory Reform (Fire Safety) Order 2005.

- Where applicable, contractors must ensure that they are in possession of the appropriate fire fighting equipment suitable for their work activity. All appliances must be regularly serviced and maintained. Any hot works are to be notified in advance and permits issued.
- Fire evacuation notices and fire points are situated at various locations around the site. All personnel should familiarise themselves with exit routes, the method of raising the alarm and the location of any fire safety equipment.
- Smoking is only permitted in designated smoking areas.
- Works areas must be kept tidy and waste must be removed to bins or skips.
- In the event of a fire: -
 - Raise the alarm
 - Leave the site as quickly as possible via the nearest exit
 - Do not stop to collect any possessions
 - Assemble at the designated assembly point
 - Do not return to the building or structure unless you have been told it's safe to do so.
 - Only tackle the fire if it is safe to do so and you are trained and competent in the use of fire extinguishers.

6. Health & Safety Documentation

As required by law and the conditions of the licence, Cornbury Festival has been placed under a duty to ensure; as far is reasonably practicable, to verify the competency of contractors.

In order to discharge this duty, copies of the following documentation are required.

It is recognised that not all items will be relevant in all cases.

Copies of all documentation are to be submitted to John Eveleigh by June 16th 2018. Where practicable, electronic copies of documents are preferred. However, the last two pages of this document will need to be completed by hand and returned by post as an original signature is required, scanned copies are also acceptable.

Insurance:

Written evidence of appropriate insurances (Brokers letter or copy of certificate) valid for the duration of the event

- Public Liability (min £5m)
- Employers Liability (min £5m)
- Products Liability (min £5m)

Organisational Safety Documentation:

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 at Cornbury Festival. The policy should be signed and dated. Only the Policy statement is required, not the full policy document.

Method Statements and supporting risk assessments specific to the intended activities to be undertaken at Cornbury Festival.

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 for temporary structures and installations on site.

Such information may include:

- Fire retardancy details for marquees and fabrics used on site;
- Plans and structural calculations for temporary structures, or summary details of the compliance to current design standards;
- Limitations in respect of load carrying capacities;
- Safety procedures and design limits in respect of wind loading;
- Electrical safety data accompanying generators;
- Copies of certification relating to the examination of lifting equipment;
- Gas Safety – Inspection certificates and similar;
- Fire Risk Assessment.

Competence Details

Individuals – Copies of food hygiene certificates or personal licences demonstrating any details of Local Authority registration.

Nominated on site Safety Contact

Name and contact details must be provided for the nominated contact(s). Contact details should be given for liaison before the event and for the period onsite.

7. Checklist

Please answer the questions below by ticking the appropriate box.

| Question | Yes | No |
|---|-----|----|
| Has the most senior manager within the company signed the Policy? | | |
| Is the Policy regularly reviewed and kept up to date? | | |
| Have you identified hazards and assessed the risks associated with your work activity? | | |
| Have you completed and sent the written risk assessments for the services you provide? (Including fire and noise risks) | | |
| Have you implemented control measures identified by your risk assessments? (*See notes) | | |
| Are your COSHH/MSDS data sheets relevant? (Toilet chemicals etc) | | |
| Are all your staff trained and competent for the tasks they are to undertake? | | |
| Do you have relevant technical information including fire retardancy certification for materials to British or European standard? | | |
| Have you provided all relevant health and safety documents? | | |

*Notes: You are asked to provide risk assessments and safe systems of work appropriate to the activity taking place at The Cornbury Music Festival.