

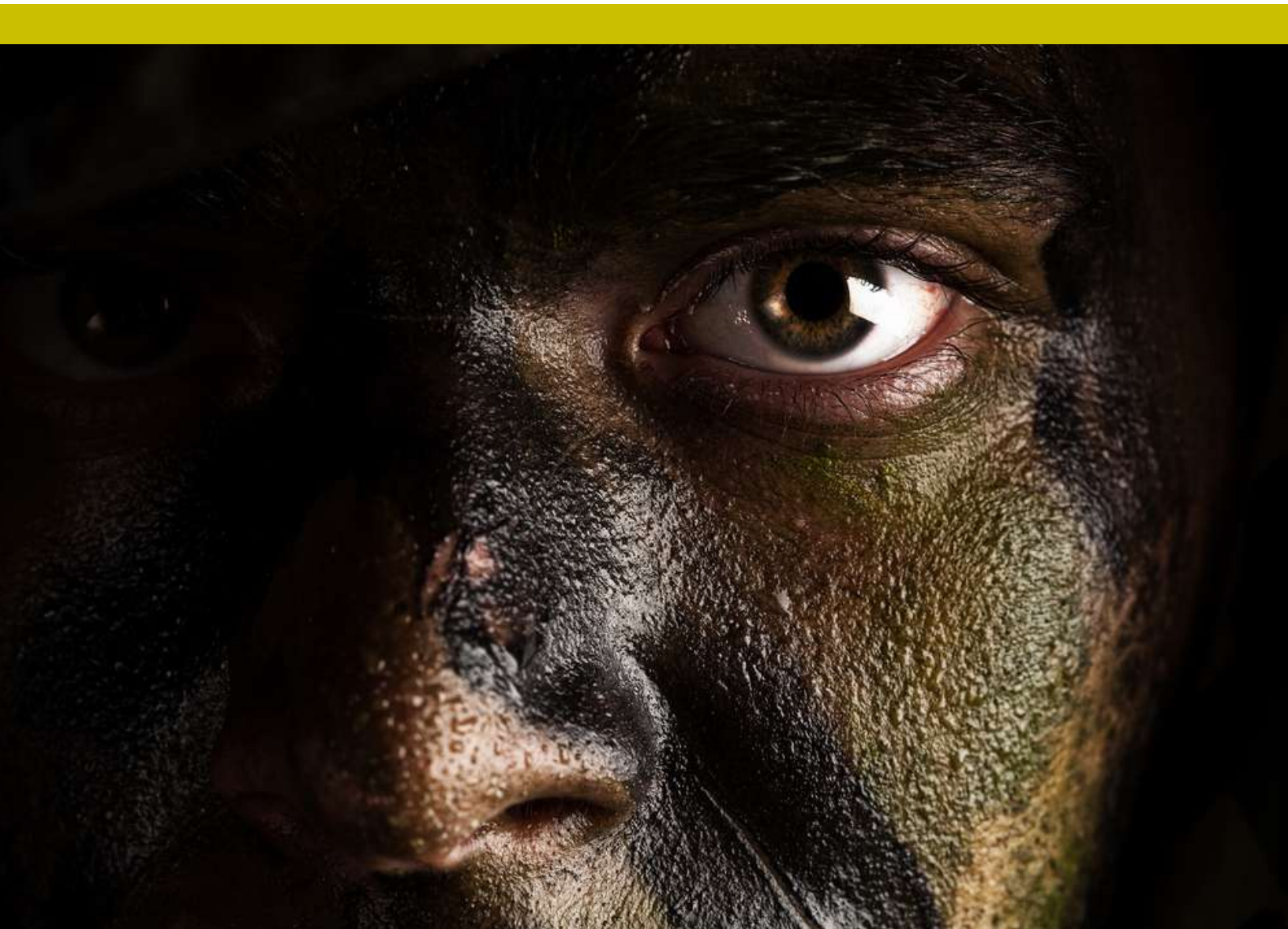


Health & Safety Document - Events

Last Updated 01st March 2017

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Health & Safety Policy Statement...

Airsoft Anarchy and its management committee hold overall responsibility for the health and safety of all employees and others who could be effected by our work activities and will endeavour to ensure that based on the advice supplied to me the by the Event Safety Co-ordinator, we take a positive attitude to the health, safety and welfare of employees, sub-contractors and the general public. Health and safety is considered of prime importance and it is accepted as an integral component of our success.

Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees and to provide such information, training and supervision, as they need for this purpose.

Through the initiation, monitoring and review of the Policy we aim to secure the health, safety and welfare of employees and sub-contractors at work and to protect people other than those at work against risks to health and safety arising from our activities. We will therefore endeavour to take all reasonable steps to ensure the objectives of this Policy are met and that necessary resources are allocated to accomplish our goals.

The objectives of this Policy are to...

- Create proactive safety management systems to minimise risks to the Company and its employees.
- Provide and maintain a healthy and safe environment, systems of work, plant and equipment that are as safe as reasonably practicable.
- Fulfil all legal obligations imposed upon the Event Director and follow industry best practice.
- Safeguard the health and safety of the public, contractors etc. who could be affected by the activities of Airsoft Anarchy.
- Ensure that all employees receive adequate training in safe working methods, accident prevention & emergency procedures, applicable to the job they are being employed to do.
- Encourage active employee participation in H&S matters and maintain a high standard of awareness.
- Provide a mechanism to monitor the application of this policy.
- Strive to continuously improve safety performance.

Achievement of the Policy...

The Policy is to be implemented through the organisational chain using the procedures detailed in the Policy and other related documents and procedures. Those persons with specific responsibilities for health and safety are to ensure that these responsibilities are correctly delegated to competent person(s) in their absence. It is a responsibility of all managers, officials, organisers and supervisors to take all reasonable steps to ensure safe conditions of work within their areas of responsibility; however we will provide competent specialist advice on safety matters where necessary to assist in the achievement of this goal. We also recognise the need to encourage employee participation and consultation to maintain high standards of awareness and improvements to H&S performance. Procedures have been established to accomplish this. This Policy and any subsequent changes are to be brought to the attention of all employees and others who could be affected. All persons are expected to cooperate to achieve these objectives.

Whilst all Contractors, self-employed and other Companies engaged in work have specific responsibilities for safety, I as the Managing Director have wide ranging responsibilities to ensure safety on its premises. Whilst not detracting or diminishing the responsibilities of others, we will require that all contracted non employees undertaking work on behalf of Airsoft Anarchy have written safe working practices, adopt industry best practice and co-operate regarding the maintenance of safety standards. This requirement will not extend to individual sole traders and performers.

With good planning, communication and co-operation we aim to achieve a high standard of health and safety for all who are involved and visit the event. The effectiveness of this Policy will come from the individual and combined efforts of all of us to make it successful.

Ferenc Lakatos
Airsoft Events Organiser

-Part 2-

Organisation & Arrangements...

Event Director

Having considered the advice of the Event Safety Co-ordinator and industry best practices; the Event Director carries ultimate responsibility for standards of health and safety for all activities implemented by Airsoft Anarchy.

Primary Duties...

- a) Initiate the Event's Health & Safety Policy.
- b) Consult with Emergency Services, the Local Authority and Safety Advisors to plan and maintain standards.
- c) Arrange for funds and facilities to meet the requirements of the Policy.
- d) Ensure the Policy is revised before each Event.

Event Safety Co-ordinator

The Event Safety Co-ordinator is responsible for monitoring the implementation of the safety policy on site and for providing advice and guidance on health and safety issues. This will be achieved through a competent independent inspection and audit team.

Primary Duties...

- a) Monitor and review the implementation of the policy during events, including inspections, checking relevant certification, and safety policies of contractors.
- b) Provide advice and guidance on legislative requirements and safe working practices, to ensure safety procedures are followed and understood.
- c) Produce RIDDOR reports on behalf of the Event Director.
- d) Carry out or arrange for tests and inspections to be undertaken to monitor standards of health and safety.
- e) Investigating accidents and dangerous occurrences, advising on the steps necessary to avoid recurrence.
- f) Assist Enforcement Officers in their monitoring of Safety Standards at the event.
- g) Liaison with Health and Safety Executive and Local Authority Officers, and any other organisations with view to improving any aspect of health and safety.
- h) The Event Safety Co-ordinator has the power to immediately stop any operation or practices, which he/she considers a clear and imminent danger. The relevant Area Organiser and Silver Control should be immediately alerted of any such issues.
- i) Has overall responsibility to direct Safety crews during the event to monitor and remedy problems.
- j) Will liaise with safety personnel and emergency services prior to and during the event to ensure facilities, equipment and procedures provide response at a high standard.
- k) To ensure that the Event Director or his designated representative (Silver) is regularly updated of general safety conditions on site and alerted to any particular concerns.

Site Manager

Co-ordinate activities on site liaising with area organisers, contractors and safety officials to ensure risks are minimised.

Primary Duties...

- a) Understand the Policy and the responsibilities allocated to each grade.
- b) Ensure that sites are organised so that work is carried out with the minimum risk after proper assessment of all factors. Compile risk assessments where applicable.
- c) Ensure, so far as reasonably practical that all contractors and the self-employed have the necessary competence and experience to complete work safely.
- d) Liaise with Area Organisers and implement arrangements with contractors on site to avoid confusion about areas of responsibility.
- e) Arrange delivery, stocking and storage of materials on site in an effective manner to minimise risks.
- f) Arranging vehicle maintenance as required.
- g) Ensure contractors and the self-employed receive a copy and are familiar with the Health and Safety Policy.

Area Organisers

Area Organisers are accountable for health and safety standards within their own area. They will ensure so far as reasonably practicable that Contractors, Performers, the self employed and event employees work safely and organise their work so there is minimum risk to all workers, visitors and the general public. In liaison with the Site Manager they will allocate the responsibilities of contractors and others, highlight special hazards and create good communication between contractors.

Primary Duties...

- a) Understand the Policy and the responsibilities allocated to each grade.
- b) Organise sites so that work is carried out to the required standard with minimum risk to contractors, employees and the general public.
- c) Ensure that the Policy is observed on site and that all registers and records are completed.
- d) Give advice on the location of Fire, Medical and Welfare, Toilet and Washing facilities to contractors and others working in their area.
- e) Ensure fire stewards working in marquees have received relevant training in consultation with the Stewards Provision Co-ordinator, onsite Fire Team and Nottinghamshire Fire and Rescue Service and that names and records have been retained.
- f) Ensure stewards employed at venues are trained to the correct standard as defined in the Statement of Intent for the work they undertake via consultation with the Stewards Provision Co-ordinator.
- g) Liaise with Safety Crew and Site Manager and Emergency services as appropriate to maintain adequate Health and Safety Standards.
- h) Co-operate with and assist the Event Safety Co-ordinator and Safety Enforcement officers in any inspections or investigations.
- i) Incorporate safety instructions in routine orders and ensure they are obeyed.
- j) Encourage feedback and suggestion on improving health and safety and pass these to the Event Safety Co-ordinator.

A Team (Site Safety Crews)

Primary Duties...

- a) Responsible for monitoring and searching out potential hazards on the event site
- b) Supply information to the Event Safety Co-ordinator or Safety Control of any problems or potential hazards on site.
- c) Responsible for providing escorts and other safety services required.
- d) Carry and use loudhailer equipment for short-term crowd management and control as required until better facilities if necessary are set up.
- e) Transport urgently required safety items on site as required.
- f) Provide one site safety vehicle for "walking wounded".
- g) Identification of unauthorised vehicle movement and the reporting of repeat offenders to the Safety Team for action.
- h) Staffing of fixed vehicle control points.

Employees

All employees are expected to co-operate to ensure the goals of this policy are attained. Employees have a legal responsibility to co-operate and a duty not to recklessly interfere with or misuse anything provided in the interests of health and safety. They are also obliged to inform their management of any unsafe act or unsafe condition which they believe to be a risk to health and safety. They should report to their supervisor any ailment, which could affect the health and safety of themselves or others at work.

Contractors and self-employed

Are required to take reasonable care for the health and safety of themselves and others who may be affected by anything they do, or fail to do. In particular they should follow good safety practice and comply with all legislative requirements.

Competitive Scheduling

We recognise that the timing of events is a critical aspect in the management of crowd issues. Crowd movements cannot be absolutely controlled; however crowds can be greatly influenced by competitive scheduling to divide spectator density. We will stage big acts at the same time to distribute audiences across the event arena. To achieve this, the Event Director will meet with the Director of Music to identify potential crowd movements resulting from event timings.

During Event

During the event changes to the scheduling may be made based on information provided by those involved in crowd monitoring. It is accepted that the programme will need to be managed closely right up to and including the day of the event. Last minute changes to the timings and order of events may need to be made in response to prevailing crowd issues. Any major changes to scheduling during the event will be made by The Event Director and his deputies. All organisers, staff and especially A Team (site safety) crews will constantly feedback data to Safety Control for appropriate action by the committee.

-Part 3-

Area Organisers Supplement...

General

Area Organisers are responsible for ensuring that the Health and Safety Policy and its objectives are fully implemented within their area of responsibility. They are to initiate safety procedures particular to their area to augment the Event Policy. This is to be achieved by the creation and development of local instructions and procedures to deal with health and safety hazards. They are to ensure their staff are fully conversant with all procedures and competent to perform their activities safely.

They are to implement the policy by...

- Ensuring that all work undertaken is covered by comprehensive health and safety instructions & procedures.
- Establishing effective means of communicating the Policy and its objectives to all employees.
- Encouraging employee participation in safety issues.
- Ensuring suitable and sufficient assessments of the following is undertaken and reviewed as necessary:-
 - The risks to the health and safety of employees to which they are exposed whilst at work.
 - The risks to the health and safety of persons not employed by the event arising out of or in connection with the conduct of activities performed within their area of responsibility.
- Ensuring risks are minimised by:
 - a) Effective planning, control, organisation and monitoring of activities.
 - b) The maintenance of preventative and protective measures in effective order.
 - c) The appointment of sufficient competent persons to carry out specific safety related tasks.
 - d) Ensuring that staff are adequately trained have the necessary skills and abilities to perform their function(s) in a safe manner.
 - e) Assessing safety training needs and ensuring that arrangements are made to ensure these needs are satisfied.
 - f) Co-operating and co-ordinating with other employees operating at the Event to ensure that the Safety policy is properly implemented.
 - g) Where appropriate assisting in the development of joint procedures with other employees to ensure that safety objectives are met.
 - h) Monitoring the day-to-day performance of contractors and others under their control to ensure that Safety Policy is adhered to.

Planning for Safety

Area Organisers should be familiar with the relevant Conditions of Licence from the Local Authority. This includes requirements for pyrotechnics, lasers, strobe lights, sound kits and other equipment. They should at the planning stage decide on the allocation of responsibilities for health and safety in their own areas, appointing competent supervisors to ensure that all venues and sites are organised with the minimum of risk.

All areas should complete and compile 'risk assessments' for activities to be performed. Advice is available from the Event Safety Co-ordinator and other safety officials. Identifying the level of risk and the safety control measures early on will help in planning safe systems for workers, performers and the event public.

Risk assessments, certification documents and insurance details should be forwarded to the Site Office. Any queries or suggestions can be passed on to the Event Safety Co-ordinator. The Event Safety Co-ordinator will assist in the monitoring of all events and are available on site throughout the event to give advice and guidance.

Communications

- Telephone numbers for all services and key personnel are to be kept in area offices.
- Emergency services have a special line and all staff should know the procedures to call them.
- Radios are also issued and should be used efficiently.
- A good system of communication should be developed with all contractors on site, especially when separate contractors are working together.
- Good communication at all levels is essential to reduce risks and encourage good standards of safety.

Fire Safety and Equipment

- Staff and contractors should be informed where extinguishers and other safety related equipment is positioned. This is as important prior and after the event as it is during it.
- A fire risk assessment will be carried out by the Fire Safety Team before the event to identify the level of provision required. The onsite Fire Safety Team will inspect all provisions and the necessary certification.
- Fire risks should be kept as low as reasonably practicable by minimising the quantities of flammable materials stored on site. Fuels, flammable liquids and gas cylinders should be kept to a minimum, stored in a secure area and adequately signed to warn of the hazard.

Medical Assistance

- Prior to the event contractors or employees should be informed of the position of first-aid kits and the nearest first-aider.
- Area Organisers are to ensure that contractors and employees are aware of first-aid stations and the procedures to call further medical assistance if required.

Contractors

- When employing a contractor the Area Organiser is to satisfy him/herself, so far as reasonably practicable that the contractor has the necessary experience and competence to undertake the work in a safe manner and to a good standard.
- Contractors should not be asked to undertake work, which will endanger the Event's employees, the contractor himself or any other persons including the public.
- All contractors engaged to render services for the event are to be issued with the Health and Safety supplement applicable to contractor.
- Contractors should be advised of any hazards, which they may be exposed to, particularly if they are not obvious. This includes possible hazards from employees or other contractors working on site.
- Contractors should inform Area Organisers of all dangerous substances and articles brought onto site e.g. hazardous chemicals, flammables, gas cylinders, explosives etc. Area Organisers are to ensure that all such materials are kept to a minimum and correctly stowed in a secure area.
- The position of toilets and washing facilities should be notified to contractors. With ample facilities available; contractors and employees should use them.
- Contractors are to be advised that they are responsible for the provision of Safety Equipment and Protective clothing for their own employees, that this is a condition of our contract with them and will be enforced and that it is to be brought with them to site.
- Major contractors should carry group first-aid kits, or personal kits as required.
- Contractors are responsible for making their own reports duties under the Reporting of Injuries or Dangerous Occurrences Regulations 1995. All reportable accidents to contractors are to be reported to the Event Safety Co-ordinator immediately. A guide to these regulations will be supplied to Area Offices with other safety documents for Area Organisers use.
- Area Organisers should also be familiar with method statements and assessments completed by contractors. This would include controllers of participate games equipment and performers if necessary. The control measures necessary should be identified and checks undertaken to ensure compliance.
- A contractor seen not following good safety practice or failing to comply with the Terms of this
- Policy should be advised and assisted with a view to eliminating that danger. Should the necessary remedial action not be taken the contractor will be warned that they could be held in breach of contract, which could affect payment otherwise due. If this does not gain compliance the Event Safety Co-ordinator and/or Site Manager should be contacted.

Erection of Marquees

Large Marquees can only be erected by approved contractors - authorised by the site manager. Contractors should maintain a safety zone during erection if the public are on site. All other persons should be kept clear until work is completed. There is a system in place to sign off completed marquees to show the erection is fit for use. Structural safety calculations are to be available and inspections made to ensure that the standards are met.

Stage Construction

- All stage construction work should be authorised by the Site Manager prior to commencement and monitored by safety officials.
- Any construction activities should be planned carefully; method statements for the operation should be available for inspection as well as certification for lifting equipment etc. if required. Any required maintenance or inspection procedures should be specified.
- Liaison with the Site Manager/Area Organiser and main contractors should establish a 'protected zone' during times that the public are on site around the construction, which is to be effectively controlled. Warning signs, and fencing may be necessary, no unauthorised persons should be allowed access. All persons entering this area should wear the appropriate protective clothing.
- Contractors working together in a 'work area,' should co-operate to produce a safe system of work.

Transportation

- Only drivers aged 21 or over with a full, clean licence will be permitted to drive vehicles.
- Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
- Riding on Trailers can be dangerous. No one should ever ride on a trailer in a position where they can lose balance and fall, especially in front of an axle or wheel. Suitable restraints should be available for safety. Passengers are not permitted to ride in cabs that do not have a seat fitted.
- All materials and articles should be transported safely, with regard to workers and the public; special care should be taken during loading and unloading.
- Event goers, and especially children, should not be permitted to jump on or board trailer units. If they do, the vehicle and trailer should be halted gently and the unauthorised passengers instructed to dismount.
- There is a site speed limit of 10mph.
- All articles and materials should be transported safely.
- Supervisors are to ensure that all loads are secured
- Movement while the public are onsite will be kept to an absolute minimum and banks men should accompany vehicles moving through areas where there are pedestrians.
- Contractors should ensure the safety of all others while manoeuvring and unloading materials.
- All manual handling should be carried out with due regard for safety.
- Only vehicles making essential journeys will be permitted to drive on site. Officials will stop vehicles to ask their destination and why. Vehicles may be impounded if necessary, so please pass this message on to all vehicle owners.
- Passengers must not be carried on any part of a forklift and under no circumstances should people ride on forks unless a purpose built 'man-cage' has been secured and attached. Drivers should be experienced and competent and are responsible for the safe operation and maintenance of their machine. Licences must be supplied in advance before a key will be issued for the plant from the Site Office.

Work Equipment

- All work should satisfy all statutory requirements. The site manager and Event Safety Co-ordinator as well as all safety staff will carry out periodic inspections of work equipment.
- In meeting the Provision of Work Equipment Regulations 1998, all operators should be competent and have the necessary safety information available.
- All guards, hazard warning signs and controls should be in place and equipment is to be maintained and suitable for the work to be carried out.
- Advice and concerns should be directed to the Site Manager or Event Safety Co-ordinator.

Work Places

- All work areas should be organised as not to create a risk to people or the environment.
- Good housekeeping should be constantly monitored.
- The public, contractors and employees should be effectively warned and excluded from hazardous areas.
- All equipment and operations that produce 85 dbA or more of noise to the operators or colleagues require ear protection. Event employees will be issued with the necessary protection.
- If anyone is working close to loudspeakers e.g. stage areas they should wear hearing protection and an 'Ear Protection Zone' sign should designate the area.

Food Preparation and Waste Disposal

- All food preparation areas should comply with legislative requirements and best practice. This is monitored by Environmental Health Inspectors on site and is the responsibility of the Market Organisation and the event Environmental Health officials.
- Procedures for waste disposal and recycling are to be disseminated to all relevant personnel.
- Inspections should be made to ensure procedures are being adhered to.
- Bins, containers, skips, are available for solid waste, recycling points for organic waste, cardboard etc. and fluid waste containers are also cited throughout the site.
- Free rubbish bags are available from the waste disposal and recycling staff, who will also advise on separating waste and recovery operations.

Accident Reporting

Area offices should contain an accident book, all accidents should be entered and the Event Safety Co-ordinator notified of serious or dangerous occurrences. In the event of a major incident, materials and equipment should be left undisturbed, providing they do not create a hazard. The Event Safety Co-ordinator should be contacted and an investigation will be started. On vacating the site accident books are to be handed in at the site office for analysis.

Stewards - Responsibilities and Functions

Stewards can perform a variety of duties from crowd management, parking and marshalling traffic, monitoring entrances exits and security, fire prevention to generally assisting members of the public.

The training and competencies necessary for stewards to be effective will depend on the particular area of work and the range of duties to be undertaken. Consequently, clearly defined duties need to be established for stewards. It is recommended that stewards receive written details of their duties, including; a checklist, if appropriate and a plan showing key features of the site. They should receive a briefing prior to the event, particularly about communicating with supervisors and others in the event of an emergency.

To be effective it is important for stewards to be well trained and located at key positions. The Area organiser should ensure an assessment is undertaken to identify the number of stewards required and where best to locate them. All stewards need to be fit to undertake the duties allocated to them.

Whilst on duty they should...

- Concentrate only on their duties and not on the performance;
- Not leave their place of work without permission;
- Not consume or be under the influence of alcohol or drugs; and remain calm and be courteous towards members of the audience.
- Stewards should not be stationed for long periods near to loudspeakers and arrangements should be made for them to have rest periods at reasonable intervals. All stewards should wear distinctive clothing, such as tabards or uniforms.

Duties and competencies include...

- Knowing the layout of the site and being able to assist the public by giving information about the available facilities
- Being aware of the location of entrances and exits and first aid points;
- Ensuring that no overcrowding occurs in any part of the venue by managing and directing the audience
- Keeping gangways and exits clear at all times;
- Controlling unruly behaviour and investigating immediately any disturbances or incidents;
- Ensuring that combustible materials do not accumulate;
- Communicating with the control centre in the event of an emergency; and
- Knowing and understanding the arrangements for evacuating the audience, and undertaking specific duties in an emergency including knowing and understanding the arrangements for contacting medical control
- All stewards should be trained to carry out their duties effectively and the type of training will depend on the individual functions to be performed. A record should be kept of all training and instruction provided.
- The Fire Safety Team will advise of the number of fire stewards required. The names of all stewards and their record of training should be kept by the Stewards Provision Co-ordinator.

The training should include the following...

- The action to take on discovering a fire;
- How to raise the alarm and the procedures this sets in motion;
- The action to be taken upon hearing the fire alarm;
- The procedures for alerting members of the public including, where appropriate, directing them to exits;
- The evacuation procedures for the venue to an assembly point at a place of safety;
- The location and use of fire fighting equipment;
- The location of the escape routes, including those not in regular use;
- How to stop machines and processes and isolate power supplies where appropriate;
- The importance of general fire precautions and good housekeeping.

Area Organisers are to ensure that all stewards have had sufficient training and are competent to perform the duties required of them. Advice and assistance can be sought from the relevant specialist Safety Manager.

Area Organisers should be aware of their obligations under the Management of Health and Safety at Work Regulations 1999 towards young persons (under 16), nursing mothers and pregnant women and if these people are employed, a separate risk assessment must be carried out.

- Part 4 -

Employees Supplement...

Safety is everyone's responsibility and it involves good planning and preparation. Working with awareness and considering the consequences of all our actions, is the basis of safety at work during the event. The effectiveness of this Policy will come from the individual and combined efforts of us all. Without the commitment and participation of all employees the goals of this Policy will not be achieved.

Employees General Duties

- All employees are expected to co-operate with Area Organisers and event officials to ensure the goals of this policy are attained.
- Employees are not to recklessly interfere with or misuse anything provided in the interests of health and safety.
- Employees should inform their Area Organiser or any other official of any unsafe act or unsafe condition which they believe to be a risk to health and safety.
- They should be alert to potential dangers to safeguard the health and safety themselves their colleagues and anyone else that could be affected, they should report to their Area Organiser any ailment, which could affect the health and safety of themselves or others at work.
- They should not expose themselves or others to unnecessary risks.

Recruitment

We are an equal opportunity employer. Applicants will not be recruited if thought not to be capable to undertake the work available. Experience, competence, formal qualifications and certification as required will need to be confirmed.

Safety-Information & training

All employees will be informed of safety measures taken to control risks during work. Hazards will be identified, and where possible removed. Where it is not possible to remove the hazard, the hazard will be controlled. Safety information and associated control measures relating to any hazardous substances used will be given to employees. Safety information will be given during training and at meetings arranged in each area. Feedback on safety points are encouraged and should be passed to the supervisor. All employees are expected to perform their task in accordance with the information and training provided.

Protective Clothing

No one will be allowed to work unless equipped with all essential protective clothing for the particular operation. Essential protective clothing will be expected to be supplied by all contractors so that work may be carried out safely and efficiently. Defects in protective clothing should be reported to their supervisors and damaged clothing replaced. Other safety equipment such as protective footwear and waterproofs must be provided by the employee if needed.

Workplaces

At all work sites, both during and after completion of any work operation, the site should not create a risk of harm to anyone, particularly children. The event goers and contractors should be warned of any hazardous conditions or work to which they may have access, using notices, fencing or any other effective means. Fire points are situated in each area, your supervisor will advise you where. Become familiar with the location of fire extinguishers, and understand the procedures for evacuation if you work in marquees or other structures. All substances and materials on site should be as safe and secure as possible.

Transportation

- Only drivers aged 21 or over with a full, clean licence will be permitted to drive vehicles.
- Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
- Riding on Trailers can be dangerous. No one should ever ride on a trailer in a position where they can lose balance and fall, especially in front of an axle or wheel. Suitable restraints should be available for safety.
- Passengers are not permitted to ride in cabs that do not have a seat fitted.
- All materials and articles should be transported safely, with regard to workers and the public; special care should be taken during loading and unloading.
- Event goers, and especially children, should not be permitted to jump on or board trailer units. If they do, the vehicle and trailer should be halted gently and the unauthorised passengers instructed to dismount.
- There is a site speed limit of 10mph.
- All articles and materials should be transported safely.
- Supervisors are to ensure that all loads are secured
- Movement while the public are onsite will be kept to an absolute minimum and banks men should accompany vehicles moving through areas where there are pedestrians.
- Contractors should ensure the safety of all others while manoeuvring and unloading materials.
- All manual handling should be carried out with due regard for safety.
- Only vehicles making essential journeys will be permitted to drive on site. Officials will stop vehicles to ask their destination and why. Vehicles may be impounded if necessary, so please pass this message on to all vehicle owners.
- Drivers travelling through the central site chaperone zone must be accompanied by chaperones and follow procedures during hours of vehicle movement restrictions.
- Passengers must not be carried on any part of a forklift and under no circumstances should people ride on forks unless a purpose built 'man-cage' has been secured and attached.
- Drivers should be experienced and competent and are responsible for the safe operation and maintenance of their machine. Licences must be supplied before the Site Office can issue a key.
- Drivers of tractors, dumpers, quads and other plant should be experienced and competent and are responsible for the safe operation and maintenance of their machine.

Work Equipment

- All work equipment should comply with all the relevant legislation and machinery regulations whether owned or hired they should be properly serviced and maintained.
- Machinery should be suitable for the work and guards and hazard signing should be in place as required.
- Machinery should be immobilised and placed in a secure area when not in use.
- Any breakage, faults or defects in any work equipment should be reported immediately to the Area Organiser
- Defective machinery likely to cause a safety hazard should be immediately removed from use and isolated until repaired or replaced, Only experienced and competent operators will be allowed to use machinery. Formal Certification is required for many operations.

Fuels

- Fuel for site vehicles is authorised by the site manager.
- Only small amounts of fuel for portable machines should be stored.
- Fuel should be kept in sound metal containers with secure caps, marked with Inflammable Liquid Hazard warning label, or in special plastic containers conforming to SI 1982/830.
- Storage areas are to be secure and marked with appropriate warning signs
- Care should be taken to avoid contamination of machinery and the environment any spillage should be contained and cleaned up with the appropriate absorbent material.

First Aid

- All employees will be told who the first-aider(s) is for their area. Each area will have an appropriate first-aid kit, and its location should be known to everyone immediately before, during and after the event telephone and radio contact can be made with Emergency Services via communications.
- First Aid posts are to be clearly located on the site plan for this period. All employees are to ensure that they familiar with the procedures for first aid and requesting medical assistance.

Sanitation and Hygiene

- Toilet and washing facilities are located in all areas of the site - become familiar with them.
- Washing hands before eating, drinking, smoking is essential and removes risk of contamination and illness.
- If necessary water should be transported to the work-site. Drinking water in separate containers may also be required.
- There are numerous toilets available on the site, you should use them.

Near-Misses and Accidents

- All accidents and 'near-miss' incidents must be reported to your Area Organiser
- Appropriate preventative action is to be undertaken by the area officials and the Event Safety Coordinator notified.
- All near misses and accidents should be recorded in the area accident book and all serious or dangerous occurrences require a RIDDOR report.

Electrical Safety

- All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989 and conform to BS 7909 regulations
- Power equipment, cabling and plugs are the responsibility of the area electrician, no employees may interfere, or attempt repair of electrical equipment. Interference or attempted repair of electrical equipment by anyone other than the area electrician is a criminal offence.
- Any underground cabling will be identified and no work is permitted near there without permission of the Area Electrician.
- In offices and in other areas where office equipment, lighting, and domestic equipment is used, regular checks should be made on plugs, cable wear, the safe layout of cables.
- If a fault is suspected in any circuit or apparatus e.g. because of a repeated blowing fuse, the nominated electrician should be called and the appliance taken out of use.
- Circuit breakers should be provided and should be used: Plugs should not be overloaded.
- Extreme care should be taken in placing any electrical equipment close to the power lines.
- It should be avoided if possible because of the potential of induced electric fields. All structural work should be authorised by the Site Manager.

Gas Safety

No-one is allowed to bring gas cylinders onsite without the permission of either the Site Manager, the Commercial Manager or the Event Safety Co-ordinator to ensure that they are aware and follow our strict rules on LPG safety. Any of these people are able to give you further advice about this.

Contractors

Many areas on site are under supervision of specialist contractors. Areas may be cordoned off with warning signs of work areas, or admission by a special pass. No-one should enter these areas unless authorised and supplied with the necessary protective clothing.

Weather

Care should be taken of exposure to strong sunlight. Covering the skin is the best protection for burning. Hats and protection to the back of the neck may be required, however positioning work sites, and creating shade are also important. Wet weather brings increased risk and extra care should be taken with every operation. If exposed to the elements suitable wet weather clothing should be worn. Ensure that you are dressed appropriately for the weather conditions.

Event Goers

If working during the event special care should be taken to protect event-goers. Attention should be given to warning them of hazards, and being prepared for unexpected responses from those who may be disorientated or unaware through alcohol or drugs.

Washing

Please wash yourself in the hand basins / showers provided as often as you are able and always after coming into contact with mud, or when handling food. Recent research has shown that E Coli O157 is spread via farm slurry and therefore it is very important that you wash yourself if you have come into contact with mud.

Drug/Alcohol Abuse

Drug abuse can impair judgement and performance, and put at risk the drug taker, fellow employees, contractors, the general public and the environment. Any employee unfit through this will not be allowed to work.

Smoking

Cigarette smoke can aggravate chest complaints of people not smoking. In confined spaces it can irritate eyes and throats and contaminate clothing. Smoking should only be allowed in offices and other working areas with the consent of non-smokers and with adequate ventilation.

No-smoking areas can be made for non-smokers in meal and relaxation areas. No smoking is allowed in any situation where there is a high risk of fire or explosion e.g. near flammable liquids or transportable gas containers.

Discipline

All employees have a duty to co-operate with the Event Director and to comply with the law in matters of health and safety. Failure to do so or to follow safe working practices after receiving suitable advice and encouragement may result in disciplinary action.

This is dependent on how serious the offence was and whether or not it was an isolated incident.

Disciplinary action could consist of verbal or written warning, suspension or dismissal for cases of misconduct. Anyone given a verbal warning which is considered unjustified may ask for it to be referred to the Area Organiser. Prior to dismissal or suspension the Area Organiser will make an investigation. Appeals should be made to the Site Manager within 7 days in writing.

Complaints

Complaints about Health and Safety should be made initially to the supervisor, who will attempt to rectify the problem. If an appropriate resolution is not obtained the employee may refer the matter to the Area Organiser for discussion with the Event Safety Co-ordinator and others if appropriate.

-Part 5-

Contractors Supplement...

The Aim of the Supplement...

To draw the attention of the contractors supplying services to Airsoft Anarchy to their duties under the Health and Safety at Work Act and other legislation.

Health and Safety Policy and its requirements...

The Health and Safety at Work Act 1974, imposes duties on all employers and the self employed to ensure their activities are carried out so as not to expose others (whether or not being their employers) to risks to their health and safety. The Management of Health and Safety at Work (MHSWR) Regulations 1992, requires that all risks arising from work activities are assessed and adequately controlled.

The findings of risk assessments and the control measures identified including any method statements applicable are to be supplied to the Site Office in advance of coming onsite. A copy of your Health and Safety Policy is to be forwarded to the organiser of the Area in which they will be operating and to the Site Office.

All Contractors are expected to observe the relevant duties specified in the Health and Safety at Work Act 1974 and all other relevant statutory provisions for the services they supply; following good safety practice as defined in Approved Codes of Practice. All employers working at the event should maintain a high standard of safety, working in co-operation with the Site manager, Area Organisers, Event Safety Co-ordinator and other employers.

Contractors should be aware of their obligations under the Health and Safety at Work Regulations 1999 towards young persons (under 16), nursing mothers and pregnant women and if these people are employed, a separate risk assessment must be carried out.

Control of hazards

- Ensure that all operations are planned and performed using adequate safety controls and protective measures decided upon after risk assessment.
- Ensure that required protective clothing is provided on site and worn where appropriate. This may include hard hats, safety footwear, harnesses, ear-protection etc.
- Ensure that all work equipment, machines, trailers, lifting gear, winches, meet the Provision and Use of Work Equipment Regulations 1998 or existing equipment and machinery regulations and carry the current certification as necessary.
- Working sites should give adequate warning of hazardous conditions or operations.
- Ensure all sites are worked and left in a safe condition, free from hazards which are a risk to anyone, particularly children coming to harm. Machinery should be immobilised and secured to prevent unauthorised use.
- Contractors are to be advised that they are responsible for the provision of Safety Equipment and protective clothing for their own employees and it is to be brought with them.
- Contractors should carry group first-aid kits, or personal kits as required.
- All hazardous area should be warned by notices, warning signs, fencing or any other effective means.
- For larger areas, e.g. stage erection etc. liaison with the Site Manager or Area Organiser will be necessary.
- Ensure all articles, materials, machinery are transported safely. If transportation takes place during the event extreme care and planning will be required. The use of banks men may be necessary.

Exchange of Information

- Special hazards on site will be highlighted to contractors by the Area Organiser, Site Manager or other employees.
- The locations of toilets, washing facilities, fire and medical equipment will be available from the
Site Manager or Area Organiser
- Contractors should be advised of any hazards which they may be exposed to, particularly if they are not obvious. This includes possible hazards from employees or other contractors working on site.
- All Contractors should inform the Safety Coordinator and Area Organiser of all dangerous substances and articles brought onto site e.g. hazardous chemicals, flammables, gas cylinders, explosives etc.
- The position of toilets and washing facilities should be notified to contractors. With ample facilities available, your employees should use them.

Gas Safety

No-one is allowed to bring gas cylinders onsite without the permission of the Site Manager, the Commercial Manager or the Event Safety Co-ordinator to ensure that they are aware and follow our strict rules on LPG safety. Any of these people are able to give you further advice about this.

Electrical Safety

- All electrical installations and equipment will meet the requirements of the Electricity at Work Regulations 1989 and conform with BS 7909
- Power equipment, cabling and plugs are the responsibility of the area electrician, no employees may interfere, or attempt repair of electrical equipment. Interference or attempted repair of electrical equipment by anyone other than the area electrician is a criminal offence.
- Any underground cabling will be identified and no work is permitted near there without permission of the Area Electrician.
- In offices and in other areas where office equipment, lighting, and domestic equipment is used, regular checks should be made on plugs, cable wear, and the safe layout of cables.
- If a fault is suspected in any circuit or apparatus e.g. because of a repeated blowing fuse, the nominated electrician should be called and the appliance taken out of use.
- Circuit breakers should be provided and should be used: Plugs should not be overloaded.
- Extreme care should be taken in placing any electrical equipment close to the power lines. It should be avoided if possible because of the potential of induced electric fields. All structural work should be authorised by the Site Manager.

Transportation

- Only drivers aged 21 or over with a full, clean licence will be permitted to drive vehicles.
- Drivers of vehicles and those who are to operate machinery are not permitted to drink alcohol or be under the influence of drugs.
- Riding on Trailers can be dangerous. No-one should ever ride on a trailer in a position where they can lose balance and fall, especially in front of an axle or wheel. Suitable restraints should be available for safety.
- Passengers are not permitted to ride in cabs that do not have a seat fitted.
- All materials and articles should be transported safely, with regard to workers and the public; special care should be taken during loading and unloading.
- Event-goers, and especially children, should not be permitted to jump on or board trailer units. If they do, the vehicle and trailer should be halted gently and the unauthorised passengers instructed to dismount.
- There is a site speed limit of 10mph.
- All articles and materials should be transported safely.
- Supervisors are to ensure that all loads are secured
- Movement while the public are onsite will be kept to an absolute minimum and vehicles moving through areas where there are pedestrians should be accompanied by banks men.
- Contractors should ensure the safety of all others while manoeuvring and unloading materials.
- All manual handling should be carried out with due regard for safety.
- Drivers travelling through the central site chaperone zone must be accompanied by chaperones and follow procedures during hours of vehicle movement restriction.

Accidents and Dangerous Occurrences

Contractors are responsible for making their own reports duties under the Injuries, Dangerous Diseases and Occurrence Regulations 1995. All reportable accidents are also to be reported to the Event Safety Co-ordinator. The enforcing authority for the Event is Nottinghamshire Council who is contactable on site throughout the event period at their office in the Operations Control Centre Compound. They have the legal power to stop any activity onsite should they consider it unsafe. In the event of a serious accident, the Event Safety Co-ordinator should be informed after the relevant emergency services have been contacted and materials and equipment left untouched providing they do not present additional risks.

Working at Height

Wherever possible the need to conduct work at height should be avoided. Any contractor carrying out work above head height must employ a safe system of work. Wherever possible platforms, ladders and cherry-pickers should be used in preference to free-climbing; under no circumstances should crew undertake free-climb work without fall-arrest harness and appropriate safety equipment in place. Whenever overhead operations are undertaken, a safe working area must be cleared to exclude other staff or members of the public. Essential staff who must remain in the work area should wear hard hats.

Work Equipment

Contractors and their employees will make machinery, work equipment and personal protective clothing available for inspection by event personnel as required, and will co-operate during inspections. Specialist contractors will also make available, method statements, structural engineer reports, certificates of Equipment Safety and Operator Competence where required.

The Health and Safety Policy forms part of the conditions of Work Contracts with Airsoft Anarchy and remains valid and binding even if issued separately or with a different but relevant document. The omission of mention of any particular Regulation or statutory safety requirements does not absolve Contractors from their general obligations of whatever kind in relation to health and safety at work.