



**SAFETY
INFORMATION FOR
CONTRACTORS**

Enchanted Forest 2022

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1. Introduction & Objectives

This document covers the basic rules that apply for all construction work, that is being carried out at **Faskally Forest**, during the **Enchanted Forest** technical installation/de-rig and has been prepared for your benefit and information.

Wavemakers Live are acting as the Principal Contractor for **Enchanted Forest Community Trust**. Our objective is to provide a safe, healthy & secure working environment for the entire workforce and anyone else who could be affected by what we are doing. By following these guidelines, you will be helping to secure your own health & safety and that of all other people working on or visiting the event site.

All contractors working for **Wavemakers Live** must prepare and operate their own safety management systems and are responsible for passing on the information contained in this document to their workforce and subcontracted elements of their works.

Your conduct and health & safety performance will be monitored when you're working with us and you might be asked to leave the site if your conduct is not satisfactory or your working practices unsafe. Please ensure that you read and retain these guidelines for reference. If there is anything that you don't understand, please do not hesitate to ask.

2. Before Starting Work

- All contractors working on this event must attend the event safety induction & site-specific induction.
- Risk assessments/method statements must be supplied to the production manager in advance of commencement of your works
- All of your employees & sub-contractors on site must have been given the information contained in this document
- All delivery and collection of materials and equipment must be discussed with the production manager in order that they are incorporated effectively into the build and break schedule.

3. Accident, Incident and Near-Miss Reporting

Definitions

An accident is something that caused harm to a person.

An incident is something that damaged property or equipment.

A near-miss is something that could have harmed or caused damage but didn't.

All accidents, incidents & near-misses must be reported to the production manager or Event Safety Manager and it is the responsibility of your Head of Department to assist in: completing the incident report

Participating in an investigation of the incident if appropriate

Implementing remedial actions as appropriate

4. Communication and the Sharing of/Provision of Information

Wavemakers Live event induction

All **Wavemakers Live** contractors and sub-contractors working on the build and dismantle phases of the event must attend the **Wavemakers Live**, site specific event induction. No one will be issued with their security access pass until the event induction has been attended. Please liaise with the production manager to arrange.

Daily coordination meetings

Will be held at the end of each working day and these must be attended by contractor HOD's. The event director, production manager and the safety advisor will be in attendance. The Site Manager will lead the meeting.

The purpose of these meetings is to discuss the work schedule for the following day, identify high risk activities and communicate safety critical and operational information.

Pre-start briefings/tool-box talks

Must be held by HODs before the start of the work shift and include the following:

Information from the previous day's coordination meeting

Risk assessment hazards and control measures for their scheduled activities

Changes to their scheduled work plan

Permit to work requirements

Pre-start briefings/tool-box talks (cont)

Confirmation of PPE requirements

Emergency procedures

Welfare arrangements

5. Delivery and Collection of Equipment and Materials

All delivery and collection of materials and equipment must be agreed with the production manager in advance, who will add them to the master delivery schedule.

The site is very large, in terms of available space, but vehicle access to the site is very restricted. It is therefore very important that contractors adhere to their agreed delivery and collection windows.

Pedestrian and fire exit routes must be kept free from temporary storage of delivery or collection materials.

6. Smoking, Drugs and Alcohol

Due to the location of the event the site is a strictly non smoking site.

Wavemakers Live operate a 'zero tolerance' policy with regards to anyone being under the influence of illegal substances and alcohol when on site.

Anyone suspected of being under the influence of illegal drugs or alcohol will be removed from the site.

7. Electrical Equipment and Works

Where possible, all electrical equipment must be isolated when not in use.

All electrical equipment must be subject to a regular maintenance/inspection regime and the appropriate maintenance records must be available for inspection if required.

No-one should open any electrical distribution box belonging to any other contractor

If something looks unsafe, from a visual inspection, don't use the equipment

Contact the ESM, Site Manager or Production Manager immediately, if you identify any power or electrical safety issue.

8. Equipment and Tools

All tools must be kept in good condition and only used for the purpose that they were designed for
All tools must be safely and securely stored when they are not in use

All personnel required to use equipment and tools must have the necessary skills, knowledge and experience to use them safely

9. Fences & Barriers

Particular attention must be paid to isolating work areas where other contractors, employees or others could access or interact with them.

Safety barriers and fences must be suitable for the specific work location and hazards

When works are left incomplete and forming a hazard a suitable barrier system must be provided

10. Fire Precautions and Fire Evacuation Procedures

Fire exits, escape routes, associated signage, and fire defence equipment must be kept free from obstruction at all times

Although we don't anticipate any hot works on site, if there is a need for hot works then:

A hot work permit must be obtained from your production manager for any hot works and completed prior to the works commencing

The hot work permit conditions must be strictly followed

The hot work permit must be signed off at the end of the task by the person who carried out the work.

All flammable liquids and combustibles must be stored appropriately.

Evacuation Procedures:

If there is the need to evacuate:

Work will be stopped

Staff will leave the area via the nearest available fire exit

Staff will make their way to the assembly point

Staff will gather in their respective teams

Managers will account for their staff

Staff will remain at the assembly point until the all clear is given

You will be advised of the location of the emergency assembly point during your site- specific induction.

11. First Aid

Contractors must ensure that they have made adequate first aid provision for their teams,

It is recommended that someone is able to undertake first aid duties at all times when your team is at work

You will be advised of the medical protocols and arrangements during your site induction.

12. Hazard and Defect Reporting

If, during the course of your contracted works, you identify any hazards, unsafe conditions or acts, please help us to maintain a safe and healthy working environment by reporting them immediately to the ESM, Site Manager or Production Manager.

If you have an incident when working that involves damage to the building, plant or equipment, report it immediately to your HOD or Site Manager.

13. Lifting Operations & Manual Handling

All lifting operations must be planned and carried out by competent persons

All lifting operations must be carried out using the correct equipment

The area underneath a lifting operation must be segregated or marshalled to prevent people walking underneath the lift arm.

Hard hats must be worn when carrying out lifting operations.

Always ensure that you are clear of any moving parts of machinery, plant or outriggers, before starting any operation, regardless of how experienced or familiar you are with the equipment you are operating.

THIS APPLIES TO ALL HI-AB DRIVERS DROPPING OR COLLECTING CABINS, OR ANY OTHER MATERIAL FROM SITE, REGARDLESS OF YOUR OWN RA. THIS IS A SITE RULE AND MUST BE ADHERED TO.

Manual handling involves carrying, lifting, pushing and pulling and is one of the most common causes of injury at work.

Contractors should use the following guidelines to ensure that the likelihood of injury is reduced:

Where possible eliminate the need for manual handling.

Use manual handling aids where available.

Break the load down into smaller parts.

Ensure that team members have received manual handling instruction and are physically able to carry out their tasks.

14. Mobile Plant & Permits/Permissions to Work

Mobile plant includes; fork lift trucks, telehandlers & mobile elevating work platforms.

Operators must have the necessary skills, experience, training and knowledge to operate the plant safely

Plant drivers must stick to the site speed limit of 6 mph, failure to do so will result in the driver losing his authorisation to drive plant

Working at Height does not require a permit to work, however anyone working at height must be competent to do so and must follow their own RAMS. Ladders may only be used on site, where appropriate and if deemed to be fit for the task.

A hot work permit will be required for activities such as; grinding, cutting & welding.

Although there are no hot works anticipated at this years' event, if any hot works require to be carried out, these must be arranged and agreed via the Site Manager.

15. Housekeeping

It is essential that good housekeeping is maintained throughout the period of work, both at the point of work and any agreed storage or delivery areas.

Your working area must be kept tidy at all times

Access and emergency exit ways must be kept clear of storage and waste materials at all times

Waste and surplus materials must be disposed of in accordance with statutory requirements
Spillages must be cleaned up immediately and your HOD informed.

Materials must be stored in your pre-allocated storage areas, unless authorised by the Site Manager.



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