



TRADE SITES AT MSV VENUES – SITE SAFETY RULES

MSV works within the Health and Safety at Work Act 1974 and its associated legislation and therefore expect the same from all other contractors and visitors. All traders should be familiar with their own safety documentation, including Health & Safety Policy, risk assessments and method statements, provide these to MSV before commencing work and implement on site. All must hold valid Employers Liability and Public Liability Insurance Cover.

All contractors are responsible for distributing these Site Rules to their staff, crew and subcontractors prior to arriving on site, then managing and monitoring them. Provided you adhere to UK legislation your safe systems of work may differ from this sheet, which is permitted. Those who fail to abide by UK legislative requirements may be subject to removal from site and in turn from all MSV sites.

Please note MOTORSPORT can be dangerous and involve injury or death. Always stay within your authorised areas **NEVER walk or drive on the track** unless accompanied by an official staff/track member.

1. Signing In

Contractors must report to their designated MSV contact on arrival and set up safely in their designated event areas only. All trade sites must appoint a designated responsible person to oversee the safety of their activities. Name and contact mobile number to be passed to your MSV contact.

2. Fire Safety

Familiarise yourselves with the site work area; position of fire extinguishers, means to raise the alarm, security 24hr emergency number, means of escape and fire assembly points, before commencing work. **Never** encroach or block a fire lanes, fire breaks or yellow hatch markings as these enable access for emergency vehicles or prevent fire spreading.

All trade sites must **hold an appropriate fire extinguisher(s) on their stand**, serviced within the year. Traders are responsible for ensuring they (and other persons on their stand) know the locations of the venue fire extinguishers and that their own extinguishers are fully operational. Staff must be trained to use them.

Be observant in your areas and always report a fire to a member of MSV staff, even if it has been extinguished. Smoking and ignition sources must be kept away from fuel, petrol and oils common on site.

Smoking permitted in designated areas only. No smoking inside buildings or marquees.

LPG, Calor Gas or other gas must be stored upright in a well ventilated area and cordoned off from the public. It can only be brought to site if used, stored, maintained and transported as per legislation and manufacturers guidance. Storage and use of flammable substances must be monitored and adhere to strict legislation regarding; transportation, usage and storage. Display clear 'No Smoking' and appropriate cautionary signage. Know where your 'shut off' valves are in the event of fire or emergency. Never bring excessive stock to sites.

Materials, marquees, fabrics, furnishings and branding should **be fire retardant** and conform to current British Standards. Proof may be requested.

No hot works to be carried.

NOTE: AUTHORISED traders sleeping with trade stands must provide adequate smoke detection unit(s) with an alarm to wake sleepers in the event of fire/smoke. Eg. Smoke Detector(s) – NO EXCEPTIONS!

3. First Aid/ Accident Reporting

All **accidents, injuries, damage and incidents MUST be reported to the Duty Manager.** A quick Incident Report Form (IRF) must be completed before you leave site. Medical cover and/or first aiders are present on site.

4. Use of competent staff and operatives

Only competent and well trained personnel are permitted to work on site. Where your staff are performing **safety critical operations**, such as driving plant, electrical works, gas installation, working on roofs, refuelling - you must

have documentary evidence of staff competency, such as copies of training records, résumé's and qualifications. Contractors must not be under the adverse influence of alcohol or drugs whilst working on site. Personnel thought to be in breach of these requirements may be asked to leave.

5. Working at Height (WAH)

Avoid working at height where possible. Where 'Work At Height' is required by you or your sub-contractors you must follow strict legislation (Working at Heights Regulations 2005) and your own safe systems of work as highlighted in your method statements and risk assessments. **Working at height legislation does apply to activities less than 2 metres in height.** All access equipment and machinery must be erected, used, maintained and transported as per manufacturer's instructions, legislation and only by trained competent personnel.

Never stand on a flat roof/platform or vehicle roof, without side protection, or fall protection/prevention as you will be breaking the law and you will be asked to get down and possibly leave site.

Correct personal protective equipment (PPE) must be worn eg. Harnesses and hard hats, where appropriate.

Check ladders for damage before use. Ladders to be secured or footed, where they aren't tied off securely. The top three steps should not be used unless additional hand supports are erected on the ladders. The ladder user must keep three points of contact with the ladder at all times. Drop Zones/Cordons must be created to keep other workers out of areas where WAH is taking place, if unavoidable people work in this area, hard hats must be worn.

If you are supplying your own equipment or infrastructure please be aware that, if used by another party you have a responsibility to ensure it is used safely and in the correct manner. If an accident occurs you can be held partially responsible, even if you have given permission.

If your equipment or infrastructure is to be left uncompleted overnight, cordon it off and make sure signage is attached to notify any persons in the vicinity that it should not be used, or that it is incomplete. Remove ladders and store safely to ensure no unauthorised use.

MSV access equipment **MUST NOT** be used unless written permission has been obtained from the Facilities Supervisor or Duty Manager. In the unlikely event permission is granted it is the Trader's responsibility to assess its condition and fitness for purpose. The Trader will take full responsibility for erection and dismantling of any such equipment.

6. Cordons and Barriers

It is the trader's responsibility to provide adequate barriers or cordons to prevent entry into work areas by unauthorised MSV staff, other contractors, spectators and/or visitors/guests. Clear signage may be displayed in addition to physical barriers & cordons, but not instead.

7. Manual and Motorised Lifting

People employed in manual work involving lifting of heavy items or equipment, **MUST** be trained in the method of safe lifting and it is recommended they wear appropriate PPE, eg. foot and hand protection. Please ensure all your staff bring adequate PPE.

All Contractors using motorised lifting equipment (including tail lifts), **MUST** have all the necessary valid paperwork/certificate to comply with LOLER regulations and supply this to us if requested.

8. Safe Plant Vehicle Operation & Safety Certification/Licences

All persons operating vehicles, site plant and equipment on or around the site must have received appropriate training and be in possession of suitable safety qualifications/ Licences. This includes drivers of fork trucks and users of automated lifting equipment. **All plant drivers must keep copies of their 'ticket' on them at all times, in case requested.**

All plant must be used, stored, maintained and transported as per manufacturer's guidance. (eg. One seat = one person, no standing or holding on to the sides of any vehicle).

9. All Vehicle Movements (including Plant)

Venue speed limits are to be observed - **maximum 10mph around site**, or 5mph as directed by signage. All



reversing and difficult manoeuvring to be under the control of a competent banksman (wearing high-viz jacket) and with vehicle warning lights/sirens/hazard lights operating.

All vehicles must have a valid MOT and adequate insurance. Drivers must hold valid UK driving licences. **Helmets must be worn if riding motorbikes and scooters around site.**

Traders must park their vehicles in authorised areas only and NOT obstruct fire escape routes/ gates, roads or other vehicles. **Do not park on any yellow hatch markings.**

All site vehicle movements must take place in the timescales agreed with the venue. During an event when public are still walking around on site vehicle curfews are in place, so please check movement times with your MSV contact. **(Usually no vehicle movement 1 hr before gates open to the public and 1 hr after final race).**

All traders are responsible for their own equipment both unloading/loading their vehicles, including storage, and ensure that it is all done safely. Large Lorry containers stored directly on the ground must be rested on wooden weight distributing blocks.

All staff must bring high visibility tabards to site and wear when working near vehicles, dusk/dark or as required.

10. Use of chemicals or other substances hazardous to health (COSHH)

Where you are using chemicals and substances, your staff must have adequate training in the dangers of the chemicals and adequate protection against skin contact, digestion or inhalation. You must bring Data Sheets, the correct materials, PPE and relevant resources to use without harm (to themselves and others). Do not bring large quantities unless authorised.

Traders must adhere to strict environmental legislation when disposing of waste on site. Duty Manager reserves the right to charge for any extraneous cleaning/decontamination necessary as a result of a traders failure to comply with this. **Do not dispose of chemicals down the drains.**

Storage and use of flammable substances must be monitored and adhere to strict legislation regarding transportation, usage and storage. Signage to be displayed. Inform the DM if you are using flammable substances and the quantities you are bringing to site. No smoking permitted in the pits or near storage/ use of flammables liquids.

11. Temporary Structures

Details of all structures installed and constructed on site, including methods of construction by each trader, must be forwarded to your venue contact and/or Group Health & Safety Manager, before works commence.

A competent senior trader must sign off all works once complete.

Whilst performing lifting/hanging operations, traders must work to their own method statements/risk assessments and within the weight limitations provided for all their rigging and temporary structures.

It is recommended that all step have handrails for support, and the step edges have a colour contrasting nosing along the edge to distinguish and mitigate against falls.

All structures must be **adequately weighted down (not to venue infrastructure)**, with procedures in place to make the structure safe in the event of emergency, eg. high winds.

Under no circumstances may stakes, pins, drives or any other devices be hammered into, or otherwise inserted into any venue surface, including tarmac and grass (unless written permission). Any damage howsoever caused to the surface or underground services will be repaired by MSV and any cost of repair shall be reimbursed to MSV by the trader.

12. Flown Equipment

All flown equipment or items hung overhead, must be securely fixed adhering to maximum weigh loadings for the relevant fixtures and fittings. In addition they must all be attached by a **secondary safety wire/strap** as redundancy should the original fixing fail or come loose.

All lifting equipment, hoists, wires and straps must have been regularly tested and adhere to LOLER legislation. Certification to be produced if requested.

13. Weather Protection

Contractors must ensure appropriate clothing is worn by those on site and shirts/ tops are not removed in hot weather. Sun-cream may need to be provided, in addition to adequate water and shade.

14. Electrical Systems

All electrical installations and equipment used must comply with the general requirements of the Electricity at Work Regulations 1989 and other relevant guidance. Only competent electricians must undertake electrical works. Temporary structures must be earthed and portable electrical appliances PAT tested.

15. Slips and Trips

The risk from loose cables must be minimised by the design of the site layout, hidden behind infrastructure or flown, however where surface mounted cables are unavoidable given temporary nature of the events, they **must be held secure and covered using cable ramps/matting or flown**. No burying of cables permitted.

Good housekeeping expected, to prevent items causing trip or slip hazards.

16. Food Safety

Strict food hygiene standards and legislation must be observed at all times. It is recommended all staff serving or preparing food hold a relevant food hygiene qualification.

All catering units are advised to bring (a minimum); 1x Cat B fire extinguisher, 1x Fire Blanket and a First aid kit.

17. Subcontractors

If you have hired in subcontractors and crew to undertake activities on your behalf they **must be competent** and you must provide us with their safety documentation in advance of coming to site. You are responsible for them on site, so their work activities must be managed and monitored by you.

18. Animals

No animals are permitted into any MSV venue at any time, except guide dogs.

19. Leaflet Distribution

The trader must not (and must not permit any of his/her associated personnel) to carry out leaflet distribution at the Venue. If they are found distributing, the trader (including associated personnel) shall immediately be required to leave the Venue and pay MSV liquidated damages of £1,000.00. For the avoidance of doubt, this includes the leafleting of any vehicles parked at the Venue.

20. Balloons

The trader will not sell or distribute, tether or fly any balloons without express prior written permission of MSV.

21. Litter

Any litter generated by the trader or his/her associated personnel, directly or indirectly, must be removed immediately by the trader and placed in the refuse bins provided. If the trader is found to be in contravention of this clause, a rubbish removal fee of £200.00 will be charged to the trader.

22. Aggression and Violence

Aggression and violence towards MSV staff, or others on site, will not be tolerated and legal action will be taken against you and/or your colleagues/crew. Any concerns should be directed to the Duty Manager.

23. Slips and Trips

The risk from loose cables must be minimised on site, however where surface mounted cables are unavoidable given temporary nature of installations or works, they **must be held secure and covered using cable ramps/matting or flown**. No burying of cables permitted. Good housekeeping expected, to prevent items causing trip or slip hazards.

MSV reserves the right to inspect any Trade Site at its entire discretion and request reasonable alterations be made.

APPENDIX A



MSV SITE SAFETY RULES for TRADERS

MSV operates within the Health and Safety at Work Act 1974 and its associated legislation, therefore expects the same from all traders and visitors. Supervisors are responsible for distributing and adherence of these Site Safety Rules to their colleagues and contractors prior to arriving on site, then managing, supervising and monitoring them. Those who fail to abide by these rules or UK legislative may be asked to leave site and in turn excluded from all MSV venues.



Please note MOTOR SPORT can be dangerous and involve injury or death. Always stay within your authorised areas and NEVER walk or drive on the track.

Maximum 10mph speed, at any time whilst driving on site.



1. Sign In

- Report to site personnel on arrival and set-up safely in designated areas.
- Keep the venue security contact numbers with you, in case of emergency.

2. Valid Risk Assessments and Insurance

- All traders (with 5 or more employees) must have an appropriate risk assessment covering set-up, event and breakdown activities.
- Employers Liability and Public Liability Insurance must cover ALL activities.
- Drivers must have valid insurance for all vehicles driven on site.



3. Staff Competence – do not take short cuts!

- Use competent, well trained staff and crew to set up your trade site.
- Managers must supervise all work activities.
- Do not drink alcohol or take drugs whilst working (check prescription drugs).



4. Fire Safety

- Bring an appropriate fire extinguisher - ensure it's been serviced in the last year and is out ready to use during set up, event and breakdown. (Not stuck in the back of the van!)
- Ensure staff know where it is and how to use the fire extinguishers.
- Note down the locations of additional Fire Points around the venue.
- Never smoke inside marquees or gazebos, near generators, fuel, gas cylinders or combustible materials (eg. cardboard boxes)
- Store LPG or gas cylinders in an upright position, in a well ventilated area, ensure they are strapped securely to prevent falling and away from the public.
- Put combustibles in bins or van, not stacked behind your stand as a fire hazard.
- Always report a fire, even if it's extinguished.
- Marquee or gazebo fabrics and materials to be fire retardant.
- Bring diesel generators (not petrol) where possible and refuel over a drip tray, when its cool.
- No hot works permitted on site.



5. Minimise Slips and Trips

- Cover trailing cables with mats or tape down flat.
- Store boxes and merchandise safely, away from walkways.



NO TRAILING CABLES

6. Vehicle and Plant Safety (including Scooters, Quads and Buggies)

- Be alert to pedestrians on site, including children and drive slowly!
- Carry your license or 'ticket' if driving plant on site – it will be checked.
- Use a banksman for difficult reversing or manoeuvring, or near public.
- Helmets must be worn if riding scooters or motorbikes around site.
- Do not obstruct fire escape routes, gates, roads or other vehicles.
- NEVER park on yellow hatch markings.
- Vehicle movements during events are only permitted within strict timescales, don't ignore these.



HELMETS MUST BE WORN

7. No ANIMALS are permitted on site (except guide dogs).

8. Working at Height

- Work from ground level where at all possible.
- Never stand on top of a roof without protection from falling e.g. handrails, or rope & harness.
- Domestic ladders/step ladders are not permitted only commercial or industrial ladders.
- Maintain 3 points of contact on a ladder and only use for short duration works.
- Foot the ladder if person is standing more than halfway up and it's not tied off.
- Never walk directly under work activities or people working at height.
- Secure ladders/equipment if left unattended or incomplete overnight.



9. Temporary Structures

- Ensure all structures are adequately weighted down (never tie off to venue infrastructure – eg. the fencing).
- Do not use stakes (due to utilities underground), unless authorised at each venue.
- Check wind speeds and weather forecasts regularly.
- Larger structures will require method statements and a completion sign-off.
- Steps must have handrails and colour contrasting nosings, on step front edge.
- Rigging or flown equipment must have a secondary safety wire attached.



10. Cordons and Barriers

- Provide adequate barriers and cordons to prevent unauthorised entry whilst setting up or breaking down.



11. Sleeping With Your Trade Stand

- It is not recommended to sleep with your merchandise as campsite tickets are provided.
- Keep a serviced fire extinguisher near to you and keep all exits clear, to get out quickly.
- Have a fully functioning smoke alarm inside your room.
- Locate the nearest fire points to your trade stand – know your exact location on site.
- Keep your phone close to hand and hold the venue security staff contact number.

12. Litter and Hazardous Chemicals – Never dispose of chemicals down the drains, place all your litter in the waste bins provided or remove from site. Rubbish removal will be charged back. Clear up spillages and bring a 'spill kit' if you run a generator. Report significant spills to staff.

12. Spectating – Never stand on venue infrastructure e.g. waste bins, generators, fencing, or on top of a vehicle/ flat roof or trade stand roof.

13. Entertainment on Site

- Drones and Laser Pens are not permitted.
- Hover-boards, electric balance scooters (or equivalent non-road legal machines) are not permitted on site.



14. Motorsport is noisy - if working near the track you are advised to wear hearing protection.

15. Leaflet Distribution & Collecting for Charity – is not permitted without prior written permission.

16. Balloons – are not permitted on site without prior written permission from MSV.

17. Aggression and Violence – Will not be tolerated and legal action will be taken.

18. Food Safety – Traders must be registered with their local council, with a food hygiene rating no less than 4. Strict food hygiene standards must be adhered to and paperwork will be required.

19. First Aid & Accident Reporting

- Report all accidents and damage to a member of staff or security.
- Medical cover or first-aiders are present on site.
- Let security staff know if you call an ambulance to site, so they can meet and escort the vehicle to the correct location quickly, to avoid delays.





I confirm that I have read and understood the contents of these Conditions and Site Rules and hereby acknowledge my acceptance of the same. I hereby agree on behalf of the Client/Trader to enter into and be bound by the terms and conditions stated herein. I confirm that I have the authority to cause the Client to enter into and be bound by the terms of these Conditions.

Signed: _____

Print Name: _____

Date: _____

For and on behalf of (the Client/Trader): _____

Position: _____