



ICDA AWARDS LTD

Safety Rules and Regulations for Contractors & Exhibitors 2021





ICDA AWARDS LTD

Safety Rules Regulations & Provisions

Contents

1. Contractors & exhibitors to inform employees
2. Reporting to the ICDA Awards Ltd safety representative
3. Statutory Provisions
4. Working hours
5. Emergency alarm procedures
6. Fire safety and alarm system
7. PPE Provisions requirements and COVID-19 PPE provisions.
8. Safety equipment
9. Catering & welfare
10. Reporting of accidents and dangerous occurrences
11. Hot work
12. Confined space work & permissions
13. Evacuations
14. Signage and barriers
15. Scaffolding, ladders MEWP's and other access equipment
16. Building operations
17. Overhead work
18. Portable equipment
19. Lifting equipment, hoists and slings
20. Certification for lifting equipment and air receivers
21. Machinery and tools
22. Electrical hazards
23. Site services





ICDA AWARDS LTD

24. Warning of danger
25. Working area
26. Effluent
27. Plant & Equipment
28. Access & Egress
29. Alcohol & drugs
30. Safety monitoring and disciplines
31. Method statements and risk assessments
32. Hazardous substances
33. Flammable substances
34. Contractors and exhibitors notes and guidance
35. Personal Conduct





ICDA AWARDS LTD

Safety rules and regulations for contractors and exhibitors

The ICDA, in addition to its statutory obligations, has pre-determined several rules and safe practices of its own in order to set and maintain high safety standards for the events.

The following rules and regulations have been documented in order to familiarise those carrying out work for ICDA events, with an adequate standard of safety that must always be adhered to.

These regulations are not to be regarded in anyway as relieving contractors of their statutory obligations, or of their efforts to accidents, incidents or ill health.

The regulations are not intended to restrict or impede the way in which work is performed, in this latter respect, the ICDA considers that if its safety regulations are understood and borne in mind at the earliest opportunity, contractors will find no difficulty what so ever in complying with them.

Exhibitors must be familiar with livestock byelaws and trade stand regulations, the term “exhibitors” includes all party to trade stands and anyone providing a service for or taking part in the event.

In certain cases, when construction is going to take place, the ICDA will make the Management Contractor responsible for all of the Health, Safety and Environmental requirements for the whole project, however, this will not mean that our rules and regulations do not apply.

(if you are one of the companies held responsible for the whole project, please sign the extra section on the acknowledgement receipt).

When being assessed for suitability for an ICDA event, you may be required to provide method statements and/or risk assessments, these will be assessed, and if you meet the standard required as a competent contractor, you may be awarded the contract.





ICDA AWARDS LTD

Safety Regulations

1. Contractors and Exhibitors to Inform Employees

It is the responsibility of the contractor and exhibitor to ensure that all of their employees, sub-contractors and their employees, whilst on the ICDA's site, are acquainted with these safety regulations. A copy of these regulations must be displayed in an area where personnel will be able to read and seek reference from them. The contractor or exhibitor must ensure that any sub-contractor or visitors to the works or site, comply with these rules and regulations.

2. Reporting to an ICDA Rep

Before commencing work on any new contract, the contractor or exhibitor's senior representative at the site must report to the event office in the main reception area of Bingley Hall to be signed in. An ICDA representative will then be at hand to advise further on the build.

Note: The term ICDA Representative includes any ICDA official delegated to assist with safety.

3. Statutory Provisions

Attention is drawn to the statute Health & Safety Laws, including the following:

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





ICDA AWARDS LTD

4. Working Hours

Typical working hours are daylight only, work taking place during the hours of darkness must be confirmed with an ICDA rep prior to work commencing, including the weekends. This is in order to decide upon the arrangements for the specificity of the work to take place.

5. Emergency Alarm Procedures

Bingley Hall has an established emergency alarm procedure which contractors and exhibitors are obligated to follow. The priority points of this procedure to be carried out by contractors and exhibitors are as follows:

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

There are fire alarm systems with break glass call points located in the member pavilion, the grandstand and the individual exhibition halls.

The fire alarm system is divided into four zones as follows:

- a. Members pavilion and Bingley Hall
- b. Prestwood, Argyle and Sandylands Centres
- c. Grandstand
- d. Margaret Everton Pavilion

The fire alarm system is monitored by Red Care however this should not be relied upon and the fire service must still be alerted by calling 999.

6. Fire Safety and Alarm Systems

Any interference with the electrical wiring and other mechanisms of the fire alarm system is prohibited. Request for the temporary testing of such equipment must be made to an ICDA Representative.

No contractor or exhibitor may light a fire or a barbeque without prior consent.

Exhibitors bringing their own tents must ensure it is treated with a suitable fire retardant.

For large marquees, a plan showing all fire exits must be submitted to an ICDA rep for approval, and all such exits will be clearly identified within the marquee following approval.





ICDA AWARDS LTD

All trade stands must have a suitable fire extinguisher in a prominent position on full view, this is an entry requirement to the event, and will be inspected by an ICDA rep.

7. Personal Protective Equipment.

All personnel working on the event site are required, (where specified) to wear appropriate PPE as dictated by the individual company's risk assessment (if applicable), the ICDA may require contractors and exhibitors to wear additional PPE to what they would normally deem sufficient. (N.B. This will vary according to particular site requirements and task related risk assessments).

8. Safety Equipment

Any safety equipment provided for the safety of the employees, contractors or exhibitors on the premises, must not be misused or interfered with.

Damage to this equipment must be reported to an ICDA rep as per employee's duty under the Health and Safety at work act 1974.

9. Catering and Welfare

Eating is forbidden in areas where chemicals are stored, a catering kiosk is available during the build and break down.

Following any contact with livestock, it is essential that hands should be washed before eating or drinking. No exhibitor may sell food or drinks without prior consent.

Caterers must comply with the food hygiene regulations and be familiar with the main health and safety laws applicable to catering, these laws are available as a free download from the Food Standards Agency website.

ICDA reps may inspect facilities to ensure they have sinks and basins supplied with constant hot and cold water to wash personnel, food and equipment.

10. Reporting of Accidents and Dangerous Occurrences

Bingley Halls first aid services are available for treatment of injuries during the build-up and break down, all of Bingley halls staff are trained in the use of defibrillators.

Contractors and exhibitors should make themselves familiar with these arrangements, all accidents injuries and dangerous occurrences must be reported to an ICDA rep as soon as possible.





ICDA AWARDS LTD

Any industrial disease, injury, near miss, accident or illness as a direct result from carrying out work on site must be reported to the ICDA Event Safety Officer.

11. Hot Work

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

All necessary clearance certificates and permits authorising the work must be completed and signed before work commences.

12. Entry into a confined space

No person shall enter any confined space unless they are fully trained and deemed competent to do so.

All precautions set out in the confined space regulations 1997 must be adhered to, only then will a permit to work be authorised by an ICDA rep.

13. Excavations

No excavation work can be conducted at the event.

14. Signs and Barriers

Contractors and exhibitors must provide and erect sufficient signs, barriers and any other necessary protection to ensure the safety of others, so far as is reasonably practicable.

All openings must be securely fenced, and any observations must be marked with a warning flag and/or warning lamp in the hours of darkness. During the execution of such work, the surrounding area must be maintained in a state of tidiness, loose material of whatever kind must not be left about or allowed to obstruct roadways, pedestrian routes or working areas.

15. Scaffolding, Ladders and Access Equipment

All scaffolding, including mobile towers, shall be erected in accordance with the accepted codes of practice, either equal to, or better than.

Where scaffolding is for use by the contractor or exhibitor, it shall not be used until passed by a recognised competent person appointed by the contractor.

Scaff tags must be completed and displayed.





ICDA AWARDS LTD

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

16. Building Operations

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

17. Overhead Work

No work shall be commenced above the heads of the ICDA's staff, employees or exhibitors or over roadways, pedestrian routes or moving machinery until all foreseeable risks have to been assessed and the appropriate precautions taken to ensure the safety of persons below.

18. Portable Equipment

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

Portable electrical equipment must comply with the Electricity at Work Regulations and accompanying guidelines.

The appliances should be either 110V or 240V in conjunction with an RCD.

Three phase equipment and mobile generators may be used but only with prior consent from a ICDA rep.

All portable machines must be guarded in accordance with the Work Equipment Regulations and its accompanying guidelines.

19. Lifting Tackle, Hoists and Slings

All lifting tackle, hoists and slings must be certificated and comply with all relevant regulations, the ICDA cannot supply any of the above.





ICDA AWARDS LTD

20. Test Certification for Lifting Tackle, Air Receivers etc.

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

21. Machines and Tools

Contractors and exhibitors are not to use any of the ICDA or Bingley Halls equipment without prior agreement from an ICDA rep. The contractor or exhibitor will ensure that the person/persons are competent in the operation of the equipment requested for use, certification may be requested by the ICDA rep prior to agreement.

Any hydraulic equipment raised for the event, must be made safe with the correct mechanical restraining mechanism and carrying a valid safety certificate.

All machines must have the appropriate safety guards fitted and used as recommended by the manufacturer and in accordance with current industry safe practices.

Machines must have a valid inspection certificate if appropriate.

22. Danger from Electricity

If it is necessary to carry out work in any place where there is danger that persons could come into contact with electrical equipment which is live or could become live, such work must not commence without permission from the ICDA event safety officer. Electrical isolations must only be carried out by staff or electrical contractors authorised by the ICDA.

Contractors and exhibitors are also reminded of the danger from the distribution of high and low voltage systems on site. You must check the position of cables (underground and overhead) before erecting marquees, signs and stalls.

Electrical connections must comply with current I.E.E Regulations; non-compliance may lead to disconnection.

In permitting the connection the ICDA does not accept responsibility for the contractor or exhibitor's installation. Contractors and exhibitors must not leave the site until the supply is disconnected and made safe.





ICDA AWARDS LTD

23. Site Services

On no account may you use the ICDA's electricity, gas, water or compressed air without prior permission. All contractors and exhibitors are responsible for ensuring their installations comply with current regulations. They must not leave site until all connections have been made safe.

24. Warning of Danger

Care must always be taken to protect the ICDA employees, visitors and property. Any circumstances which give risk to danger must be reported immediately to the ICDA event safety officer.

25. Working Areas and Exhibitors Stands

Work areas and stands are to be kept tidy and free from accumulations of rubbish and surplus materials.

Under no circumstances is rubbish to be burned on site. On completion of work and the close of the event, the area is to be left clean and tidy, with excess and waste materials removed. The carry over of mud, dirt, soil etc must be promptly removed from the roadways within the site.

The disposal of all waste, rubbish etc. is the responsibility of the contractor and exhibitor who must comply with the duty of care.

Waste must be disposed of into the designated skips provided, contractors and exhibitors are responsible for their own workplace, stand, security of property, tools, materials and equipment.

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

The ICDA Awards LTD reserves the right to search contractor's and exhibitors work areas, personnel and vehicles at any time whilst on Bingley halls premises.

26. Effluent

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





ICDA AWARDS LTD

27. Plant and Equipment

Contractors and exhibitors are prohibited from using any Bingley Hall or ICDA equipment unless prior authorisation has been provided by an ICDA representative.

Interference with plant and equipment such as stopping and starting motors etc, is strictly forbidden. Operations of this nature for test purposes must only be carried out when permission has been obtained.

In the event of accidental breakage or damage to any item of equipment or property it must be reported to an ICDA representative without delay.

All contractors and exhibitor's equipment must be checked and tested as necessary before being brought onto site. The contractor or exhibitor must ensure therefore, that the equipment is in good condition (visually and operationally) fit for purpose and complies with current H&S legislation.

28. Access & Egress

Before commencing work, contractors and exhibitors should ensure that all access and egress points including emergency exit routes are clear of obstructions. Similarly, the same applies throughout the work process and the event.

The contractor or exhibitor is duty bound to ensure that none of the work equipment or event equipment restricts safe access and egress routes.

29. Alcohol and Drugs

Contractors, exhibitors and employees involved with the event building, or operational aspects of the event, found to be under the influence of alcohol or drugs will be asked to leave, and refused admittance to site.

30. Safety Monitoring and Disciplines

The ICDA Awards LTD expects employers of contractors or exhibitors to implement their own safety monitoring procedures, this procedure should be incorporated into the employer's method statements and or risk assessment. The ICDA reps have the authority to, and will inspect all contractor areas, they have the authority to stop any job that is deemed to be an immediate risk to health and safety of themselves or others.

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





ICDA AWARDS LTD

31. Method Statements and Risk Assessments

The ICDA Awards LTD operates a safe system of work that may require the contractor or exhibitor to supply a method statement or risk assessment, subject to the task, prior to work commencing.

32. Hazardous Substances

Contractors and exhibitors are required to fulfil all statute law regulations with regards to the Control of Substances Hazardous to Health (COSHH) for all substances brought onto site.

Manufacturer safety data sheets shall always be available along with the companies COSHH risk assessments as they may be requested by an ICDA rep.

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

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

33. Flammable Substances

Flammable substances must be stored and used in accordance with regulations. HSE leaflet IND 227 Safe working with flammable substances and general gas safety leaflet, are free, online sources of information.

Caterers, contractors and exhibitors must use Liquid Petroleum Gas (LPG) in accordance with HSE information sheet CHIS5, small scale use of LPG cylinders and sheet CAIS23rev1 gas safety in catering and hospitality. All of these leaflets are free to download from the HSE's website.

Gas appliances must have a valid current examination and test certificate provided by a competent person.

34. Contractors and Exhibitors Safety Notes

- Do not start work without authorisation
- Display all permits at the place of work
- Check evacuation procedure and locations of assembly points





ICDA AWARDS LTD

- Tools/safety equipment must be in good condition
- Appropriate PPE must be worn
- Obey all site signage
- If in any doubt, ASK an appointed ICDA rep.

35. Personal Conduct

Caterers contractors & exhibitors, must ensure high standards of personal hygiene at all times when on site, these practices include but are not limited to:

- Frequent handwashing
- Frequent hand sanitisation
- Operate in a manner that minimises the spread of infectious diseases (such as COVID-19) to an acceptable level i.e. social distancing, catching coughs/sneezes in a cloth, wearing a mask where appropriate.

