



## **GENERAL SITE SAFETY RULES – SILVERSTONE FESTIVAL 2024**

**The following is an outline of the Safe Working Requirements for everybody working onsite.** All staff, companies working, exhibiting, or supplying services are hereafter referred to as Companies. Companies onsite are expected to comply with all relevant health and safety legislation, guidance, established good practice, and Silverstone site specific safety arrangements. These should be read in conjunction with your Group Specific Additional Safety Information.

Goose Live Events Ltd (Goose) is working in collaboration with Silverstone Circuits Ltd (SCL). The term 'Organiser' when used within this document means 'Goose and SCL'.

### **Emergency Contact Details – in the event of ALL emergencies**

- Call **Event Control** on **01327 320 310**
- If contact cannot be made with Event Control, then call Venue Control at Main Gate on **01327 320 308**
- Failing that, call **999**.

### **Construction Site – Set-Up and Breakdown**

Silverstone Circuit will officially be classed as a construction site during set-up and breakdown as follows:

- Monday 19 August 2024 until Wednesday 21 August 2024 (some areas may remain in construction until Thursday 22 August 2024)
- Monday 26 August 2024 until Tuesday 27 August 2024.

It is a requirement that we provide you with our site safety rules during these periods and that you share them with all your staff coming onsite. **Please refer to your Group Specific Additional Safety Information or arrival instructions for any further set-up and breakdown information.**

It is a requirement that hi-visibility vests and/or clothing are worn at all times whilst construction work is taking place, particularly during the build and breakdown phases.

**Anyone under the age of 18 is not permitted to be onsite during the set-up and breakdown phases.**

Set-up and breakdown activities outside of the event site and in areas where the public are present **must not be carried out without the agreement of the Organiser.**

All Companies onsite are responsible for the health and safety of their staff, any contractors appointed by them, and others who may be affected by their activities. Each Company is responsible for ensuring that they and anyone working for them comply with the full range of current health and safety legislation. Onsite management of this will be through each Company's Nominated Safety Representative – see below.

### **Nominated Safety Representatives and Duties**

Each Company will nominate one or more member of staff who will be onsite for the duration. This person will be responsible for the health and safety management of the Company's activities and any interaction with others onsite, including with the Organiser and Event Safety Team.

For each high-risk work area (e.g., stage, marquees, gazebos, fun fair etc.), the Company will nominate one member of staff to act as Safety Manager for that area. The nominated person will be responsible

Key Contact: **Event Control 01327 320 310**

for controlling the safe working practices of the staff in their area and for ensuring that access into their area is controlled to prevent unauthorised persons access. This person will report to the Company's overall Nominated Safety Representative and where necessary directly with the Organiser.

It is a multi-Contractor site, please communicate with others working in your area. All Companies are required to ensure that there is a proper exchange of information and co-operation between all parties onsite so far as it relates to the safety of their activities.

Everyone must comply with any verbal or written instruction, direction or notice given by the Organiser.

### **Alcohol and Intoxicating Substances**

The use of alcohol, other intoxicants, or illegal substances by persons working onsite or immediately prior to commencement of work onsite is unacceptable and if detected will result in the offending persons(s) being removed from the site. **Do not drink and drive.**

### **Incident Reporting and Action**

**All** accidents and incidents involving injury and/or any damage and 'near misses' must be reported to the Organiser by calling Event Control **01327 320 310**. Your Nominated Safety Representative must keep records of any incidents as appropriate and initiate any immediate action or necessary statutory reporting procedures. Once Event Control have been notified, they may dispatch the Event Safety Advisor to meet with you, and your team, to help further.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) apply. The Organiser must be made aware of any RIDDOR reportable incidents so the Organiser can advise on some further enforcing authority details. If you believe you need to complete a RIDDOR report, please contact the Organiser who will ask the Event Safety Team to meet you onsite to request further details.

### **First Aid:**

- **For First Aid assistance contact Event Control: 01327 320 310**
- **Or Silverstone Medical Reception on 01327 320 254.**

### **In a non-emergency situation please attend the Medical Centre.**

All Companies are legally required to fulfil their own First Aid requirements whilst onsite. The medical centre will be operational during the set-up and breakdown days and during event days additional first aid provision will be onsite for persons attending the event. Any requests to access this provision should be communicated by calling Event Control on **01327 320 310**. Otherwise, Silverstone Medical Reception can be contacted on 01327 320 254.

**Evacuation:** If an evacuation is initiated all persons must follow the direction provided by Security, who will direct you to a place of safety. Companies must ensure anybody working for them have safely evacuated the site and are accounted for. Liaise with Security if you are concerned for somebody's safety.

**Suspect Package:** To help prevent suspect package alerts, Companies are to ensure that they keep their work areas tidy and that they know what they have onsite. If you find any suspect items in your working area, please contact:

- Event Control: **01327 320 310**
- Security at Main Gate number on 01327 320 308.

Before making any telephone calls, please ensure you are at least 15 metres away from the suspect package.

### **Animals**

It is prohibited to bring any animals onsite or leave them in your vehicles (with the exception of registered assistance dogs, who must be notified in advance by emailing silverstonefestival-hello@silverstone.co.uk). Please make alternative arrangements for your animals to stay at home and not travel with you.

Key Contact: **Event Control 01327 320 310**

### **Contractor Vehicle Access Points**

Report to security/steward at the pre-assigned entry gate for directions or escort to area. Vehicles must not proceed into site past or through non-authorized gates. If security or stewards cannot be located, then contact the Organiser. Unless agreed to the contrary with the Organiser all private vehicles must be parked outside or in agreed areas. Only vehicles issued with vehicle access passes will be permitted access to these secure construction areas.

Companies must in advance of the event provide vehicle details to gain access to the event. Only pre-agreed vehicles will be permitted access. In the event of unexpected replacements of vehicles due to breakdown – the replacement vehicle must be notified to the Organiser prior to arrival onsite – to avoid any unnecessary delays in securing permission for access.

The Organisers have made every effort to ensure that the Company's time at the venue is a safe and pleasurable one and the Company's cooperation with the above is much appreciated.

### **Vehicle Movement**

It's required that all drivers and riders within the Venue comply with basic driving standards, all applicable road traffic legislation (including the Road Traffic Act 1988), as well as any additional requirements or restrictions the Venue imposes. This includes but is not limited to:

- Vehicle curfews are in place and must be adhered to.
- **WHEN OPEN TO THE PUBLIC THERE ARE NO COMPANY VEHICLE MOVEMENTS ALLOWED UNLESS AGREED WITH THE EVENT ORGANISERS.**
- Vehicle Movement should be kept separate from pedestrians where this is not the case, supervision of vehicle movements is required by company banksmen. For Paddock movement see Group Specific Safety Rules.
- Maximum speed limit 20mph and 5mph in Paddocks.
- Please use designated roadways in ANY motorised vehicle.
- Exercise caution at all times, watch out for pedestrians on roadways. When required, use of horns and verbal announcements to make pedestrians aware of your presence where appropriate.
- Ensure pedestrians are completely clear of the vehicle before moving forward past them.
- Report any incident, however minor, immediately to Event Control - **01327 320 310**
- If you call for or seek medical assistance inform Event Control – **01327 320 310**
- Never leave the site of any incident.
- Indicators must be used.
- Hazard lights must only be used when the vehicle is parked.
- Vehicles left unattended must have the keys removed from the ignition.

Adherence to these driving standards is a condition of entry to the Venue.

To ensure that safety of everyone visiting the Venue, Silverstone staff and their contractors are asked to stop and challenge anyone who does not appear to be complying with applicable road traffic legislation (including those listed above).

No vehicle will be permitted to move within the event site without accreditation. Vehicles without accreditation will be permitted only on public roads or in car parks.

The use of vehicles/ scooters/ mopeds/ motorcycles/ quads/ buggies by Companies is strictly prohibited unless authorised directly by the Organiser.

If authorised:

- The rider of such a vehicle must be a holder of the appropriate road licence for the same machine.
- The rider must wear the appropriate safety helmet at all times.
- The vehicle must be road-legal, taxed and insured.
- Seatbelts must be worn.

Key Contact: **Event Control 01327 320 310**

- Vehicles must be driven with no more passengers than their road legal limit.
- No motor vehicle may be driven whilst under the influence of drink or drugs.
- All or any specific vehicle activity will cease on the instruction of the Organiser.

### **Fences and Barriers:**

Where barriers/fence lines have been installed for reasons of security, safety or general crowd management additional permanent breaks in the lines must not be formed without the specific agreement from the Organiser. Where it is necessary for barrier/fence lines to be temporarily broken for access, or egress, then the break must be immediately closed after each vehicle or personnel movement unless the position is to be immediately manned to prevent unauthorised access.

### **Plant and Equipment**

- Licences must be provided for users of all plant.
- Licences should be provided prior to the event and present onsite.
- The movement must be stewarded as appropriate to the conditions.
- When required a banksman should be provided when moving of plant and unloading of plant.
- Any loads must be secured.
- Hi-vis vests to be worn onsite.
- Companies, volunteers, or staff are not permitted to ride on vehicles forklifts or other plant unless a specific seat is provided for them.

Companies will ensure that their employees are provided with and use suitable PPE where required by their risk control procedures.

Companies will ensure that all work equipment and tools, vehicles and lifting equipment are suitable for their intended use and have been properly maintained and where appropriate examined, tested and certified and that it will only be used by persons who have suitable training, competence and with appropriate qualifications to use it.

Companies are also required to ensure that the equipment and plant is insured for use in relation to this event. It is recognised that some elements of infrastructure, especially those outside of their controlled areas cannot be fully secured against unauthorised access during the construction and breakdown phases. In these cases, Companies are expected to ensure that these areas where necessary are secured by means of barriers, signage and or stewarding so as to exclude the exposure to risk of persons not in their employment.

Where materials and equipment are stored, suitable barriers, warning signs and any necessary lighting arrangements must be provided to ensure safe storage without undue risks to the Organiser or other event staff, other Companies or the public.

Individual generators are not authorised onsite, unless authorisation has been granted by the Organisers. If you need to bring a generator to site, please contact the Organiser prior to coming onsite.

### **Working at Height:**

No overhead work will be permitted before the relevant area has been secured so as to prevent unauthorised access. All work at height must be planned in advance and details should be documented within your company method statement and risk assessment.

See Group Specific Site Safety Rules for more details.

### **Documentation**

In advance all Companies must provide, the following, as a minimum:

- Method statement
- Risk assessment to cover **all** work activities and tools to be used.
- Other supporting safety documentation dependent on the nature of your work.
- If you are using third party contractors, you must provide their contact details in order for us to collect all their safety documentation.

Key Contact: **Event Control 01327 320 310**

- If structures are being built, they must also provide an appropriate wind action plan and fire certificates.
- Each Company must have a level of £10 million public liability insurance, unless authorised by the Organisers, and provide proof of documentation prior to the event.

**Copies of all insurances and safety documentation must be provided to the Organiser in advance.**

The above documents are to be uploaded to your TeamCard contractor account.

Copies of all safety documentation must be kept onsite and produced on request. All work must comply with current Health and Safety regulations and legislations.

**If the necessary H&S documentation has not been provided to the Organiser, then the Company will not be allowed access to the site until it has been submitted and reviewed by the Organiser. To avoid any entry delays, please ensure this is completed prior to arrival onsite.**

### **Silverstone Circuit Site Induction**

Silverstone Circuit have introduced an online Site Safety Induction, which is required to be completed by every person working onsite at the Venue during set-up and breakdown. The link for the induction will be emailed out and you are responsible for yourself and your staff to complete it before arriving to site. Entry to the venue will not be approved if the induction has not been completed.

### **General**

Care should be taken by all Companies to avoid damage to road surfaces, grass areas, furniture and fittings, and easily damaged ground surfaces. **Under no circumstances should any vehicles be driven onto, or materials stored on soft grass areas unless specific authority has been obtained from the Organiser.**

Where it has been agreed with the Organiser that any plant, equipment or vehicle may be left on grass areas or in any storage areas for any period of time, then the Company is responsible for installing when required suitable fencing and wooded or metal pads under vehicle wheels.

Nothing should be inserted into the ground unless approval has been given by the Organiser and the area has been scanned to ensure all underground services are protected. Scanning is to be organised through the Organiser.

Suitable and sufficient welfare facilities exist within Silverstone Circuit for Companies' use on pre-event days and will be supplemented with temporary onsite toilet provisions once installed.

**Please see below specific safety information related to your activity.**

Key Contact: **Event Control 01327 320 310**

## **SILVERSTONE FESTIVAL 2024 – Car Clubs Additional Safety Information**

**The following outlines additional safety information for Car Clubs which must be read in conjunction with the General Site Safety Rules that have been shared with you above.**

### **Construction Site – Set-Up and Breakdown**

Car Clubs will be able to set-up from:

- Thursday 22 August: 08:00 to 20:00 – if you require earlier access for a third-party supplier then you need permission from the organiser.

De-rig for car clubs that have a small structure that fits into the back of a car already onsite and can be taken down quickly/easily without any third-party support can de-rig on:

- Sunday 25 August between 19:30-21:30

De-rig for car clubs that have a large structure that requires a third-party supplier to take down can de-rig on:

- Monday 26 August between 09:00-17:00

### **Power**

Car clubs are NOT permitted to bring their own generators to the event. With increasing numbers of visitors attending the show each year there is a duty of care to ensure the event site is safe and managed accordingly. Fire hazards, such as storage of fuel around the site and suitably maintained equipment must be reduced to a minimum and managed by the Organisers. If a generator is found onsite it will need to be turned off immediately and may need to be removed from the site entirely.

### **Provision of Marquees**

Car Clubs providing a structure onsite which will house people during the event must have undertaken a fire risk assessment, calculated the overall occupancy, calculated the number of fire exits required, provided appropriate firefighting equipment and signage and have a clear evacuation plan in place. It is the Car Clubs responsibility to maintain all exits and exit routes inside and around the structure.

Dependent on the nature of your marquee / structure you may be required to provide further safety information for approval by the Event Organisers.

A risk assessment, method statement and wind management plan detailing max wind speeds and actions to be taken should be submitted prior to any marquees or temporary structures being erected. Work must be planned accordingly in order to reduce such risks.

No marquees / structures are to be erected or disassembled during public event hours.

Please note that Car Clubs should NOT attempt to drill or stake to any concrete or tarmac surface without the express written confirmation from SCL. Failure to do so will render the Car Club liable to the full cost of repair to these surfaces and any resulting damages incurred.

Under no circumstances must marquees or other temporary structures be tethered to any fences or buildings. It is your responsibility to monitor the weather and take necessary action to ensure your structure is stable and secure. All structures must be weighted accordingly to secure them.

If your marquee / temporary structure fails or collapses, you must report this immediately to Event Control. Secure the area to restrict access.

We have made every effort to ensure that your time at the venue is a safe and pleasurable one and your cooperation with this is much appreciated.

Thank you,  
The Silverstone Festival Team  
01483 524 424 (pre-event phone number)