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.
- K**eep 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.

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 banksmen 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.

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

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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

CORDON OFF WORK AREA

- **Provide adequate barriers and cordons to prevent unauthorised entry whilst setting up, event itself, 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. Prohibited Entertainment/Vehicles on Site

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

14. Car and Motorbike Display Vehicles

- Minimum petrol to be stored in the tank during display – cap tightly closed
- Vehicles to be walked into position & set up, not driven unless the area is cordoned off from pedestrians, and/or under the supervision of a trained banksmen
- If displayed on any slope, chocks to be used on the wheels to prevent movement down the slope (in case handbrake fails)
- Vehicles to be left in gear, with wheel turned into the slope/curb
- Keys must be removed and batteries disconnected to prevent unauthorised starting
- All motorbikes to be mounted on secure bike stands where possible, fixed, so the rear wheel cannot 'jump' or move out of the casing/bracket – secure the back wheel (bolt, strap, cable tie etc..) where it can be lifted out
- Motorbike brake handle must be cable tied on, whilst being displayed
- Signage to be displayed on each vehicle 'Do Not Sit' to prevent unauthorised climbing on/inside
- Cordon off the vehicles where necessary, if no pedestrians are to approach it
- Only permit sirens and flashing lights if authorised by the trade manager.

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

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

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

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

19. **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.

20. **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.**

MSV SITE SAFETY RULES DECLARATION for TRADERS (V8)

I confirm that I have read and understood the above MSV Site Safety Rules and will ensure that my team, crew and any sub-contractors abide by them and by the UK health and safety legislation. I understand and fully acknowledge my health and safety responsibilities and will strive to protect my workers, MSV staff, members of the public and all visitors to the venue that may be affected by our work activities. I will brief my team, colleagues and contractors of site expectations and will monitor our activities throughout our stay on site.

Signed:_____ **Print Name:**_____

Date: _____

Company Name: _____

Position held in Company: _____

On behalf of (Trade Stand name): _____

Contact Mobile Number: _____

Contact Email Address: _____