



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-authorised 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. 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.

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)

SILVERSTONE FESTIVAL 2024 – Competitors & Multicar Preparers Additional Safety Information

The following document outlines additional safety information for Competitors & Multicar Preparers which must be read in conjunction with the General Site Safety Rules that have been shared with you.

The Organisers, HSCC and Motorsport UK aim to promote the highest levels of safety at Silverstone Festival for competitors, multicar preparers and the general public who will attend the event. We all have a duty of care to provide a safe place to work and race whilst attending Silverstone Festival. To do this it is imperative that each racing team, competitor and multicar preparers takes full responsibility for their own safe working practices and environment.

The Organisers are keen to ensure that they do everything possible to support you all by providing as much information and guidance that is available from the health and safety executive and other statutory bodies. During the event safety information will also be shared via:

- HSCC bulletins
- HSCC / Motorsport UK / Organiser inspections

Pre-event H&S Documentation for Multicar Preparers

All multicar preparers must ensure that they have completed a method statement and risk assessment to cover all work activities and tools to be used. Copies of all insurances and safety documentation must be provided to the Organisers in advance. Copies of all safety documentation must be kept onsite and produced on request. All work must comply with current health and safety regulations and legislation. If you are engaging a third-party contractor to provide services onsite; all safety documentation for these companies must also be provided. If structures are being built, an appropriate wind action plan and fire certificates must also be provided.

If the necessary health and safety documentation has not been provided to the Organiser, then the multicar preparer 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.

MOTORSPORT UK, HSCC AND THE ORGANISERS ARE WORKING TOGETHER TO ENSURE ALL COMPETITORS AND MULTICAR PREPARERS ARE COMPLIANT IN THEIR WORKING PRACTICES AND WILL BE MONITORING CLOSELY THE WORK ACTIVITIES IN 2023.

PLEASE PAY ATTENTION TO THE WORK AT HEIGHT SECTION (11) OF THIS DOCUMENT IF YOU ARE BUILDING A STRUCTURE, AWNING OR ARE REQUIRED TO WORK AT HEIGHT FROM LADDERS, STEPS OR ON THE TOP OF VEHICLES.

IF YOU ARE SEEN WORKING FROM THE TOP OF VEHICLES WITHOUT FALL PROTECTION (I.E. HARNESSES / GUARD RAILS) YOU WILL BE ASKED TO STOP WORK.

During the event we will have a large crowd of enthusiastic visitors of all ages throughout the site that may not be aware of the site layout and procedures, and many of whom may never have been to a racing event before. Please take a few moments to read the following safety guidance notes and adhere to these rules throughout your time onsite to ensure we all have a safe and enjoyable event. Please note, all participants, competitors and multicar preparers must comply with any verbal or written instruction, direction or notice given by the Organiser.

1. Driving in the Paddock Areas on Event Days

Competitors should be aware that the paddocks are open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury. The following rules must be adhered to for any vehicle movement in the paddock areas during event open days (Friday, Saturday, and Sunday).

- i) Vehicles must not exceed 5mph.

- ii) Vehicles must be flanked on both sides by walking Team members or Paddock Marshals if Team members are not available. If a vehicle is being pushed then a Team member should be in the drivers seat to steer, with the ability to put their foot down on the brake if required.
- iii) Horns and verbal announcements must be used to alert pedestrians that you are moving towards them.
- iv) Ensure pedestrians are completely clear of the vehicle before moving forward past them.
- v) Follow all instructions of Paddock Marshals and the Event Team when moving through the paddock and stop when requested.
- vi) Report any incident, however minor immediately to Event Control, Paddock Marshal or Event Team.
- vii) If you call for or seek medical assistance inform Event Control, Paddock Marshal or Event Team.
- viii) Never leave the site of any incident – even if you are meant to be racing.

2. Incident Reporting

All incidents where any person sustains injury or could have potentially sustained an injury i.e. a 'Near Miss' or where damage to property or a security breach occurs must be reported immediately to Event Control. Any serious incidents – including those on track – must be reported to Event Control. It is the responsibility of the competitor and multicar preparer where applicable to report all accidents and incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) to ensure that any incidents and/or accidents are reported to the regulatory authority.

3. Governing Body Regulations

Participants, competitors, and multicar preparers are reminded of their obligations to comply with the requirements of the appropriate Governing Body's regulations at all times and these guidance notes should be read in conjunction with all other relevant regulations.

4. Dos & Don'ts

i) Dos

- Beware of, and give way to, pedestrians at all times when driving through the circuit.
- Follow the procedures for driving through the paddocks.
- Park in the allocated areas.
- Remove your rubbish to the nominated storage area.
- Store any fuel safely.
- Dispose of any waste oil in the drums provided.
- If camping overnight keep to the nominated areas.
- Keep tail lifts either fully down or fully up.
- Leave the area as you would like to find it.
- Wear hi-vis clothing at all times during build and break down and when reversing vehicles.
- Remove any tape used in the pit lane on the concrete area.
- Supervise children 16 years and under at all times.
- Only use BBQs in the designated cooking area outside of the paddocks.

ii) Don'ts

- Drink alcohol and ride/drive.
- Use any areas inside the venue as practice areas.
- Ride a scooter/moped if you do not have a licence, a helmet or insurance.
- Leave any tyres, oil/fuel drums, carpets or any other large items. Take them away with you.
- Travel on the back of a trailer.
- Ride more than two on a scooter or a quad.
- Drive on the grassed areas around the venue.
- Trail cables and/or hoses across walkways.
- Block access to bins or they will not be emptied.
- Put stickers or tape on doors or walls.
- Drill on the pit wall without prior consent from the Organiser.
- Allow any machinery to access the track for work purposes unless they have a drip tray, nappy or spill safe kit.
- Put any wastewater pipes into the storm drains. Please use an actual wastewater point.
- Leave cable access plates off. Always replace when they have been lifted.

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

- Provide or sell food/drink or merchandise to members of the public.

5. Counter Terrorism

Please ensure you are familiar with the latest Government counter terrorism advice leaflet.

<https://www.gov.uk/government/organisations/national-counter-terrorism-security-office>

6. First Aid

- i) Any person sustaining an injury or feeling unwell should seek treatment from the onsite emergency services or the Medical Centre.
- ii) To call the first aid or emergency services, contact any official or a member of the Event Team or 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.

7. Public Safety

- i) Participants, competitors and/or multicar preparers should be aware that the paddock is open to the public and should act in a manner so as not to put either themselves or any other person at risk from injury.
- ii) Participants, competitors and/or multicar preparers must follow the rules when wishing to drive through the paddock during public open days.
- iii) Participants, competitors and/or multicar preparers should exercise particular caution when the paddock is busy, and during pits and circuit walkabouts.
- iv) Children 16 years and under are not allowed in the garages unless they are a participant. Should a team breach this rule then the Organiser accepts no liability. Children 16 years and under should be supervised at all times. Please note that children 16 years and under are not allowed in the pit lane. Children 16 years and under are not allowed on the track or grid.

8. Garage Rules

- i) Overnight
 - Space heaters must not be left unattended and must be switched off when not in use.
 - All electrical equipment must be unplugged when not in use.
- ii) Waste Disposal
 - DO NOT use the drains to dispose of oil.
 - No cooking should be done in any of the garages.
 - Please note that the garage floor is potentially slippery when wet.
 - No metal object such as brake disk/pads are to be placed in the waste bins

9. General Working Practices

- i) All working areas should be kept clean and tidy, and any waste should be removed regularly and placed in the containers provided.
- ii) All spillages should be cleaned up immediately and reported to Event Control.
- iii) All trailing wires and hoses should not be allowed to create a trip hazard. They must be flown, matted, cable ramps or cable runs used.
- iv) Whenever vehicle engines are being run, adequate ventilation must be ensured.
- v) All safety notices must be complied with.
- vi) Any person carrying out any work must ensure that they adopt safe working practices at all times and comply with any relevant statutory provision and/or published guidance and ensure there is a suitable and sufficient risk assessment in place.
- vii) When lowering and raising tail lifts, you must have a clear line of sight around the vehicle and use members of your team as spotters. Tail lifts should not remain at half height at any periods of time.

10. Manual Handling of Loads

- i) Lifting, carrying and propelling loads by bodily force is a major cause of injuries. All teams are encouraged to train their members in safe manual handling techniques.

ii) Where any person is at work the requirements of the Manual Handling Operations Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 must be complied with.

11. Work at Height

An area which has been of growing concern year on year is the working practices being employed to install awnings on the larger vehicles and work at height from the top of vehicles. This has been reported to Motorsport UK and HSCC to look at how we can encourage better working practices onsite to ensure the safety of everyone.

Anyone installing awnings to motor vehicles should ensure that they are aware of any manufacturer's instructions that have been provided for the safe installation or, if these are unavailable, have carried out a risk assessment to identify the safest method for the installation including clear safety controls for any work at height.

Working at height can be dangerous and should only be carried out by those who are trained and with full control measures in place. The use of PPE should be the last resort. Safe working practices should be identified and the use of MEWPS (mobile elevated work platforms) considered. If fixing to the top of a vehicle/trailer, appropriate measures must be in place to restrict the possibility of falls from height. Your risk assessment must identify all control measures in place. Ladders must be suitable for the task, used for short duration, used on a stable firm surface, and must be footed when in use.

The health and safety executive website (<http://www.hse.gov.uk>) provides really useful guidance for working at height along with access to the Work at Height Regulations 2005. Unfortunately, working at height is one of the biggest causes of accidents and we all carry a responsibility to minimise this risk by, where possible, finding alternative solutions.

The HSE website gives the following advice:

- avoid work at height where it is reasonably practicable to do so.
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.
- do as much work as possible from the ground.
- ensure workers can get safely to and from where they work at height.
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly.
- make sure you do not overload or overreach when working at height.
- take precautions when working on or near live edge or fragile surfaces.
- provide protection from falling objects.
- consider your rescue procedures.
- Consider the use of long tools and work at height equipment which does not necessitate the need to access the vehicle roof unless there is suitable edge or fall protection in place.

Please also be aware that weather conditions can play a big part in the safety of all activities on site and therefore take this into consideration when planning your work activities.

In the event of a serious accident/incident such as a fall from height, a full investigation will be required which may result in the stoppage or closure of the event as a whole.

12. Noise

i) Exposure to excessive noise may result in hearing loss or other complaints. These may be short term, or, after repeated exposure, permanent.

ii) All persons should avoid being exposed to excessive noise, and where this is unavoidable, they should wear earplugs or defenders to the appropriate British standards.

iii) Where any person is at work the requirements of the Control of Noise at Work Regulations 2005, must be complied with.

13. Marquee Erection

Marquees or other temporary structures used to accommodate people will have the following hazards associated with their construction:

- Underground services – cable strike potential.
- Forklift truck movement.
- Collapse of structure.
- Injury from or by neighbouring contractors. Accidents to members of the public.
- Fire.
- Weather/high winds.

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 to reduce such risks. Work will not be permitted until the contractor is instructed on the location (or absence) of services in the nominated area.

In order to comply with health and safety regulations it is the responsibility of the multicar preparers to ensure that members of the public and other non-essential personnel are not allowed access to the work area. The multicar preparer must ensure that they comply with this and working areas are restricted. Please note that multicar preparers should NOT attempt to drill or stake any concrete or tarmac surface without the express written confirmation from the Organiser. Failure to do so will render the multicar preparer 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.

Multicar preparers 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 multicar preparers responsibility to maintain all exits and exit routes inside and around the structure.

14. Vehicle Safety

i) A 20mph speed limit is in force in all areas of the venue **APART FROM THE Paddock WHERE IT IS 5mph**. This applies to all vehicles, including moped, motorcycles and buggies, with the exception of emergency vehicles attending an incident. Failure to adhere to this speed limit may result in the offending vehicle/driver being removed from the venue. Race cars should only be driven off track if absolutely necessary. For instance, moving to and from the assembly area or when leaving the track following a race. Vehicles must also take particular care when moving through pedestrians as the paddocks are public areas. See rules above for movement through paddocks during open days. If for any reason a race car must be driven from one paddock to the other, please only use marked roadways, utilising the Valley Link Road through the middle of the circuit.

ii) Other than speed restrictions, the normal rules of the road apply whilst onsite. Vehicles should not be used for purposes other than their design and the number of passengers should not exceed the design limit. For the avoidance of doubt scooters, quad bikes and motorcycles are not permitted on any grass verges, banks or any general public areas such as trade malls and food courts. Please note that absolutely no vehicles are permitted in the Concert Area, including scooters/mopeds/motorcycles/quads/buggies. **Participants, competitors and/or multicar preparers must not drink and ride/drive.** A shuttle bus to each competitor's campsite will be available after the concert each evening.

iii) Persons driving cars on site must have a full driving licence applicable to the vehicle they are driving. The vehicle must be taxed and insured.

- iv) Persons riding mopeds and motorcycles up to a capacity of 125cc must have a current UK provisional driving licence or its international equivalent.
- v) Persons riding motorcycles with a capacity of greater than 125cc must have a current full UK motorcycle licence or the international equivalent.
- vi) Persons riding scooter bikes (single and double seater) must hold the appropriate licence.
- vii) Any motorcycle, moped, scooter or other such bike/trike/quad must be ridden with all due care, the rider must wear an appropriate safety helmet, and the vehicle must be road-legal, taxed and insured.
- viii) All vehicles must at all times keep to the marked roads when moving around the venue.
- ix) Mini motos are not allowed at the venue.
- x) Quads and buggies can only be driven by persons who hold a valid full UK licence (or international equivalent). Unless the quad has been adapted then no more than one person should ride on it. Helmets should be worn at all times.
- xi) No persons should ride on any trailer at any time.
- xii) Persons 16 years and under are not allowed at any time to drive a motorised vehicle unless they are on track competing and this has been approved in advance by the Organiser.
- xiii) Do not leave keys in the ignition of any vehicle.
- xiv) In Red Zone 24 (motorhomes and camping for international paddock), no more than one car can be parked in front of a competitor motorhome. This is to minimise the risk of fire spreading from vehicle to vehicle. No cars are allowed to remain parked in Pink Zone 32 (motorhomes and camping for national paddock).

15. Storage and Use of Petroleum Spirit

SCL is currently reviewing the Fuel Storage and Distribution Policy. At present, these are the procedures that must be followed:

- i) Any contractor, team or competitor bringing fuel onsite should include the quantity and type of fuel in their fire risk assessment and detail what control measures they will have in place.
- ii) All fuel should be stored in appropriate metal containers complying with the relevant British or (European) Standard, away from any source of ignition, in a well-ventilated area externally.
- iii) Containers must be marked 'Petroleum Spirit – Highly Flammable'.
- iv) Petrol is to be used as a fuel only and not for any other purpose.
- v) All vehicle refuelling is to take place in the open air and not in the garages.
- vi) There is no re-refuelling or transfer of fuel from one container to another to take place in the garages.
- vii) The person in charge of the refuelling process must enforce a no smoking ban.
- viii) Attention is drawn to the Petroleum Consolidation Regulations 2014.
- ix) All empty containers must be removed from the venue after the event.

Note: Fuel is available for sale at the venue 24 hours a day. As such it is unnecessary to carry large amounts of fuel inside vehicles.

16. Hazardous Substances

- i) Some vehicle parts, for example brake and clutch linings contain asbestos. Entrants are encouraged to use non-asbestos substitutes wherever possible. Where asbestos is used, every effort should be used to prevent asbestos dust getting into the air and the event team must be notified of its use.
- ii) Some mineral oils and degreasants may cause skin cancer. Prolonged contact should therefore be avoided wherever possible. Where contact does occur, any contamination should be washed off immediately. The wearing of contaminated clothing (including overalls) should also be avoided. Where these are used the competitor and/or multicar preparer must carry a spill kit.
- iii) Various other substances may cause disease or ill health even after very short exposures e.g., degreasers. Manufacturers and suppliers of such substances are obliged to provide customers with information about the possible harmful effects of their products upon request. Where hazardous substances are brought onsite a Material Safety Data Sheet (MSDS) must be available upon request.
- iv) Where any person is at work, the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002, must be complied with and a COSHH risk assessment provided for each product which is a legal requirement. These should be part of your H&S documentation submission.

17. Storage and Use of Liquefied Petroleum Gas (LPG) Refillable Cylinders

Liquefied Petroleum Gas (LPG) is the generic term used to describe propane, butane, or mixtures of the two gases. It is heavier than air and will therefore collect at low levels such as cellars, pits, drains or basements. LPG is extremely flammable and readily forms explosive air-vapour mixtures. The main hazards in the storage and use of LPG are leakage, which leads to possible fire or explosion risks; and inadequate ventilation, which leads to the build-up of toxic gases due to incomplete combustion.

In addition to the general requirements of the Health and Safety at Work Act 1974, and the subsequent Management, Provision and Use of Work Equipment the Dangerous Substances and Explosive Atmospheres Regulations 2002 also apply.

Storage and use of LPG in cylinders:

- Cylinders in use should preferably be located in the open air, but where this is not possible, they should be positioned so that there is adequate ventilation at low level to the open air.
- Quantities of LPG should be kept to the minimum needed.
- Warning signs must be displayed indicating the presence of LPG and prohibiting smoking and the use of naked flames.
- Appliances/equipment using LPG should be installed, commissioned, and regularly maintained in accordance with the manufacturer/supplier instructions.
- Regular inspections for leaks should be carried out. Naked lights/open flames must not be used for this purpose.
- Empty cylinders should be treated in the same manner as full ones but should be kept separate, and the valves should be closed.
- Cylinders should be used with the valves in the upright position.
- Cylinders should not be changed in the presence of naked lights/open flames.
- Pipework should be rigid metal, but the final pipe connection to the appliance may be of purpose made rubber hose which must comply with BS3212. This must be replaced before the date printed on it. Hoses should be kept as short as possible.
- Clips should be used to hold the rubber hose on to the fitting instead of just pushing the pipe on. The clip should be crimped and not the jubilee-type clip fixing that can easily be adjusted.
- Each and every LPG supply must terminate with an accessible emergency shut off valve immediately before the appliance.
- Regulators should comply with BS3016 or BSEN12864 and be correctly matched to both the type of gas and the appliances in use.
- All fittings and threads which connect to the cylinder must be clean and undamaged.
- Sealants must never be used.
- Where spanners are in use, they must be those produced for the purpose (e.g., Calor Spanner).

In the event of fire

- Inform Event Control on **01327 320 310** immediately. They will call the onsite fire crew or fire brigade if required.
- Shut all valves on cylinders.
- Keep cylinders cool by water spray if possible.

It is inadvisable for untrained personnel to attempt to extinguish a fire involving LPG.

18. Electrical Safety

i) Competitors and multicar preparers are NOT permitted to bring their own generators to the event unless integral to a truck. Please use the power supplies provided. Power cables must not be connected to toilet blocks or any other buildings. If using an integrated (non-petrol) generator within a truck then the company must supply a suitable and maintained fire extinguisher.

ii) Extension lead cables should be flexible and not of semi rigid cable or the type used for household wiring. Neoprene covered cable will resist damage by oil.

iii) All electrical equipment to be used externally should be weatherproof.

iv) Hand tools should preferably be of the "double insulated" or "all insulated" type, as these provide valuable protection against electric shock.

- v) Electrical equipment and hand tools should not be used in areas where flammable vapours may be present, for example where fuel is being stored or refuelling is taking place.
- vi) Where any person is at work the requirements of the Electricity at Work Regulations 1989 must be complied with.
- vii) Cables must not cross any walkways if at all possible. If they cross walkways they must be properly secured so as not to present a trip hazard. Electrical cables must be covered by suitable conduit or ramps and not mats or tape.
- viii) All portable appliances must be PAT tested and all electrical equipment must be maintained in a safe condition.

19. Fire Precautions

- i) Smoking and vaping is prohibited in all garages, grandstands in the pit lane and within all enclosed areas at the venue.
- ii) All potential sources of ignition should be kept away from petroleum spirit and vapours.
- iii) The lighting of barbecues and/or open fires is prohibited in the pit garages, paddocks, and support paddocks. If barbecues and/or open fires are found they will be extinguished and the multicar preparer responsible and their competitor may be ejected from the event, the competitor will be disqualified from competing and the competitor will be subject to a £1000 + VAT fine. There will be a designated cooking area for multicar preparers and competitors to use outside of the paddock areas.
- iv) All competitors and multicar preparers should carry suitable fire extinguishers in accordance with the risk assessment and relevant Governing Body regulations. All fire equipment must be deemed fit for purpose i.e. checked and serviced by a competent fire extinguisher service company within the past 12 months, full service record must be attached to the equipment containing service provider information. Over the course of the race meeting the Fire Safety Officer will inspect garage and paddock areas in order to ensure that the above requirements are enforced, failure to do so will result in the race teams being required to hire/purchase the appropriate equipment from the Fire Safety Provider.
- v) Fire extinguishers should not be removed from fire points unless they are to be used on a fire.
- vi) All fires must be reported immediately to Event Control.
- vii) Teams are encouraged to train their members in the correct use of fire extinguishers.
- viii) All fire notices and orders to evacuate must be complied with.
- ix) Where extinguishers are found to be missing following an event this cost will be charged back to the competitor and/or multicar preparer.

20. Compressed Gas Equipment

- i) Air blasts from the over inflation of tyres can cause injury. Tyres should therefore not be inflated to pressures above the manufacturers' recommendations.
- ii) All airlines should be in good condition and be inspected regularly.
- iii) Always stand clear when inflating tyres.
- iv) Any form of horseplay involving compressed air or gas is prohibited.
- v) Compressed gas cylinders should be stored in accordance with the relevant working practices.
- vi) Where any person is at work the requirements of the Pressure Systems Safety Regulations 2000 and Transportable Gas Containers Regulations 2009, must be complied with.
- vii) A risk assessment must be provided for use of CGE.

21. Jacks and Axle Stands

- i) Vehicles should only be raised on jacks that are in good condition and rated to lift the vehicle weight safely.
- ii) Any equipment used for lifting must be inspected annually by a recognised body.
- iii) Jack vehicles only on level undamaged floors.
- iv) Use the hand brake and/or chocks to stop the vehicle moving.
- v) Jacks should only be used for lifting the vehicle. Axle stands should always be used to support the vehicle weight.
- vi) Vehicle engines should not be run whilst the weight of the vehicle is supported by axle stands.

22. Waste

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

i) All waste oil must be placed in the bunded containers marked "waste oil". **Nothing other than waste oil must be put into these containers.**

ii) Participants, competitors, and/or multicar preparers are urged to take any other form of waste with them when they leave the venue, or to place it in the refuse containers provided. Black – general waste and Green – paper and cardboard. ALL tyres, fuel cans and carpet remains to be taken off site on departure. Please note that there will be a charge for all tyres (£500), carpet and waste oil cans left onsite.

iii) Attention is drawn to the requirements of the Environmental Protection Act 1990.

iv) Sewage/foul waste from motorhomes must not be disposed of onsite, including into toilets. Any participants, competitors and/or multicar preparers found to be violating this condition will be subject to pay any costs incurred by the Organiser as a result including any additional cleaning services. Additionally, waste point plugs must not be left open to allow waste to drain onsite or on to public roads. The only exclusion is if motorhome waste can be carried to the applicable waste point in a cassette. Waste contained within a cassette can be disposed of in the nominated waste point in each motorhome campsite.

Please ensure that the above health and safety message is passed on to your team, staff, visitors and contractors where applicable and display it in a prominent place where it can be read by any participants in your charge. Please read your competitor information document which clearly shows you which routes you can use during your time onsite.

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).